

STANDARD INSTALLATION  
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

NS Rota  
Spain

Information Date  
June 08, 1999

Visit the SITES Web Site at  
**<http://www.dmdc.osd.mil/sites>**

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## Installation

### Installation Overview

For more information on this subject:  
<http://www.rota.navy.mil>

This category contains information on the Naval Station and tenant commands in Rota, Spain, including telephone contacts, basic safety and vehicle information, and items that are specifically important or unique to this location.

Location..... : Naval Station, Rota, Spain

Major Commands..... : Naval Station; Naval Computer and Telecommunication Area Master Station, Mediterranean Detachment (NCTAMS Med Det); Fleet Air Reconnaissance Squadron Two (VQ-2); Naval Hospital; Naval Security Group Activity (NSGA); Tactical Support Center (TSC); 625th Air Mobility Support Squadron (625 AMSS) Air Mobility Command (AMC); Naval European Meteorology and Oceanography Center (NEMOC); Marine Corps Security Force Company (MCSFCo); Naval Mobile Construction Battalion.

Mission..... :

"Service to the SIXTH Fleet" is the primary mission of Rota. Its port is one of the busiest in the Mediterranean. Naval Station, Rota, and its tenant commands help to keep fuel oil, ammunition, and spare parts flowing to the operating forces.

Population assigned-served..... : Active Duty  
..... : 3020 Family Members..... : 2814  
Retirees..... : 325-350 Civilian  
Employees..... : 251

NOTE: Telephone procedures: The telephone numbers listed throughout this topic are local base extensions. The DSN prefix from the United States is 727-XXXX, plus the local four digit extension. If calling commercial from the United States dial 011-34-956-82-XXXX.

#### History

In September 1953, after almost two years of surveys, negotiations and planning, the governments of the United States and Spain signed economic aid and defense agreements. Construction of the naval base at Rota had already begun under the technical

supervision of the Navy's Bureau of Yards and Docks.

Naval Station Rota lies on the Bay of Cadiz in southwestern Spain on the Atlantic Coast. It is a tenant command of Spain's largest naval installation, Base Naval de Rota. The U.S. Navy maintains approximately 5,200 acres of the 6,000-acre complex. There are about 7,000 Americans in Rota, including military, civilians, and their families.

Nearby places of interest accessible by car are the centuries old cities of Cadiz, 25 miles away; Jerez de la Frontera, 18 miles to the northeast; Seville, 75 miles to the northeast; and the world-famous resort cities of Malaga and Torremolinos on the Costa del Sol.

<b>Name:</b> Naval Station Public Affairs Office
<b>Address:</b> PSC 819 Box 1
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1680
<b>FAX:</b> (C) 011-34-956-82-1021
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Community Relations Office
<b>Address:</b> PSC 819 Box 1
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2813
<b>FAX:</b> (C) 011-34-956-82-1740
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Must Know Items

For more information on this subject:  
<http://www.rota.navy.mil>

#### INTERCULTURAL RELATIONS (ICR)

Upon arrival, all members will attend this course. Hosted by the Commander, U.S. Naval Activities, Spain, and the Navy Family Service Center, the five-day ICR course gives newcomers a taste of what life will be like in Spain and at Rota Naval Station. ICR class is from 0830 to 1530 Monday through Friday at the Family Service Center.

#### Peculiar/Unique Regulations/Restrictions -

Currency Control - The purchase, sale, exchange or transfer of dollars or foreign currencies in Spain by

members of the U.S. Forces in Spain will only be done at financial or disbursing offices, U.S. Embassy and Consulate offices, and licensed Spanish currency exchange points. Acceptance of dollars from Spanish nationals for currency exchange or purchase of goods through U.S. facilities is prohibited.

**Blackmarketing** - Exchange and commissary privileges for U.S. Forces are governed by the agreement between the governments of the United States and the Kingdom of Spain. U.S. personnel are prohibited from selling, trading, giving, or loaning any items purchased on base or imported into Spain in a customs-free status to any person who is not a member of the U.S. Forces. Penalties for abusing these privileges may result in a severe or total revocation of all your privileges.

**Purchase Limitations** - In accordance with the U.S.-Spanish agreement, the United States is committed to the strict regulation of the sale of items imported duty-free and to the establishment of quotas on the sale of these specific items. Consequently, the sale of items such as tobacco, cigarettes, liquor, and major household appliances and electronic equipment are subject to limitations. Purchase of five cartons of cigarettes, five boxes of 50 cigars each, or five one-pound cans or equivalent of pipe tobacco are allowed monthly. Purchase of five liters per month of a combination of liquor 66 proof or above is permitted. Wines and bitters are ration free. There are approximately 34 household appliances or electronic items whose purchase is limited to specific quotas per family. Items such as air conditioners, movie cameras, video cassette recorders/players, and stereo equipment are all rationed.

In general, items purchased in U.S. Forces exchanges or commissary stores may not be sold, given to, or traded with Spanish citizens.

#### Safety/Security Precautions

Spain is a wonderful place in which to live or travel, but like everywhere else, there is crime here. The precautions listed below are gathered from law enforcement officials all over the world. Take them seriously. Make them routine. It will help ensure that you have trouble-free enjoyment wherever you travel, wherever you live.

1. Don't carry a purse or handbag when you're walking. If you must carry a purse, keep hold of it firmly. Keep money and valuables in pockets. Be aware of who's around you. Don't walk alone at night. Ask someone to walk with you or take a taxi.

Avoid dangerous areas. (Security can identify these areas for you.) Don't pursue a "snatcher" or "heckler." Your personal safety is most important.

2. Keep all packages, valuables, purses or other items locked in the trunk, in the glove compartment, or under the seat, but out of sight when you're driving. Be aware of who's around you while waiting at stop lights. Thieves can grab a bag or purse before you realize what has happened.

3. Be sure nothing is left in sight when you leave your car. (Thieves have often broken windows for a pack of cigarettes or to "check out" an empty bag.) Even if you're leaving your car for just a minute, always lock your car doors. It is also recommended that you either don't purchase expensive car stereos or that you buy the type that slips in and pulls out.

4. When in a restaurant or club, take only as much money as you need. Keep IDs and passports separate from cash. Don't leave coats, purses, etc. unattended or out of sight. While you're away from the table, ask a friend to keep an eye on your valuables.

**Other Restrictions** - Privately owned firearms and/or ammunition: Firearms sent to Spain as part of a household goods shipment must be shipped separately and directly addressed to NAVSTA Rota Supply Department clearly marked "POFA" for control purposes. Firearms will be held by the Supply Department until owner arrives at which time a representative of Security Department and the owner will retrieve the firearm from supply and transport it to Security Department armory. A Spanish gun registration will be applied for at that time and the firearm will be held by Security Department until a permit is obtained.

Firearms (shotguns and rifles only - not handguns) not sent as part of household goods shipment may be mailed directly to NAVSTA Rota, Spain, via Registered Mail and consigned to: Commanding Officer C/O Security Officer PSC 819 BOX 16 FPO AE 09645-2800 Attn: (Owners Name) The Post Office will not deliver packages containing firearms to private individuals.

The only firearms and the quantity which can be imported by active duty military personnel in paygrades E-5 and above and DOD civilian employees in grades GS-6 and above are:

Handguns - maximum 1 Big Game Rifles - maximum 5 22 cal. Rifles - maximum 3 Shotguns or High Powered Pellet Guns or combination thereof -

maximum 6 Pellet Guns (Semiautomatic firing) - maximum 6 Pellet Guns - unlimited Firearms with the following calibers are prohibited and will not be shipped to Spain under any circumstances: 223; 308; 315; 7,92 x 57mm; 7,62 x 54mm; 8 x 57mm JS; and 8 x 57m J.

Location.....: Bldg. 268 Telephone.....:  
2421 Hours.....: 0800-1700 M-F

#### TRAVEL NOTES

Although a U.S. passport is necessary for travel to Spain, a visa is not required for stays up to three months. Water is generally potable in cities but may not be in some rural areas. No vaccinations are

necessary. Dual-voltage small appliances or a voltage converter and a plug adapter are usually needed to use electrical outlets.

Businesses are open six days a week from about 9:00AM to 1:30PM and from 5:00-8:00PM. Banks are open from 9:00AM to 2:00PM. The break during midday gives families time to be together for the main meal and also allows a traditional siesta (a time for relaxing).

Although tourist passports are not required for military personnel, it is recommended that tourist passports be obtained before coming to Spain if you plan to travel Europe.

#### Must Know Items

<b>--Installation--</b>	
Site Name	NS Rota
Last Updated	June 08, 1999
Country	Spain
County	Spain
ZIP Code	09645
Service	USN
Host Command	
Physical Size	6000
<b>--Phones--</b>	
DSN Country Code	
DSN Number	727-3232
Commercial Country Code	011 34
Commercial Area Code	956
Commercial Number	82-3232
FAX DSN Country Code	
FAX DSN Number	727-1709
FAX Commercial Country Code	011 34
FAX Commercial Area Code	956
FAX Commercial Number	82-1709
<b>--Official Mailing Address--</b>	
Street Line 1	Navy Family Service Center
Street Line 2	PSC 819 Box 57
City	FPO
State/Territory	AE
ZIP Code	09645-5500
<b>--Deliverable Address--</b>	
Street Line 1	Navy Family Service Center
Street Line 2	Base Naval APTDO 33 Box 57
City	11520 Rota, Cadiz
State/Territory	
ZIP Code	00000
E-Mail	nfsc08@navsta.rota.navy.mil

## Geographically Separated or Satellite Locations

None

## Nearby Installations (Listed Separately in SITES)

For more information on this subject:

Moron AFB (near Seville)

<http://www.moron.af.mil>

Moron AFB (near Seville) See above web address above.

## Regulations

Traffic - Current Spanish traffic laws require installation of seat belts on all seats for vehicles registered in Spain after 15 June 1992. However, U.S. Navy regulations require seat belts for each occupant regardless of the date of registration. The third brake light (cyclops light) is authorized in Spain only if it's factory installed.

Spanish Traffic Tickets - Security process all Spanish traffic tickets and disorderly conduct fines that may be levied on U.S. Forces personnel for violations to the Spanish Traffic Code or Public Order Law in Force.

Vehicle Checks - There are Spanish Security checkpoints at each of the entrances to the base (Rota, Puerto, and Fuenteventura gates). Military, civilian personnel, and their families are issued a yellow Spanish ID card by Base Security to be allowed entry/exit of the base. The Guardia Civil may be positioned just outside of the three gates performing customs duty. The Naval Station gates are considered ports of entry in Spain. All personnel departing the gates are subject to a customs search, but due to the heavy flow of traffic only spot checks are performed.

Criminal Offenses - As far as the U.S. Forces in Spain are concerned, the structure and procedures of the local and central Spanish Government are internal matters of direct interest only to Spanish nationals. U.S. Armed Forces members are not expected to provide their private opinions, nor are they permitted to participate in local Spanish political activities. Spaniards do not look favorably upon criticisms or derogatory remarks concerning their country. U.S. civilian employees and their families are subject to Spanish civil and criminal laws, and are under the jurisdiction of Spain when involved in criminal

offenses. Verbal or written insults to the King and/or the Spanish Government are very serious offenses under Spanish criminal law, whether committed by Spanish citizens or foreigners.

Translators/Interpreters: Services provided include translation, interpretive assistance and guidance in court related administrative matters to U.S. Forces personnel who are required to appear before Spanish courts and/or police officials.

Crime Stop - 82-2911

Restricted Areas - Field depots, flightline, Communications Station, Spanish Admiral's housing area, piers, Weapons compound, and antenna sites.

Photography - Unless prior permission is obtained from the Security Office, taking pictures of the piers and industrial area is prohibited.

Pass and ID (Site) Location..... : Bldg 52  
Telephone..... : 2154/1605/1606  
Hours..... : 0830-1600 (Mon-Fri)  
Comments..... :

Aside from your regular military, civilian, or dependent ID, you will be issued a Spanish Language ID card to enter/exit the base, commissary, and exchange.

Drivers License (Spanish) Location..... :  
Bldg 52 Telephone..... : 2154/1605/1606  
Hours..... : 0830-1600 (Mon-Fri)  
Comments..... :

By agreement with the Spanish Government, U.S. Forces personnel and their dependents assigned to Spain on PCS orders must be in possession of a valid Spanish drivers license to either operate or register a POV in Spain.

If you wish to apply for a Spanish drivers license you must:

- 1) Be 18 years of age or older.
- 2) Possess a current & valid U.S. or foreign drivers license. A temporary license is not acceptable.
- 3) Have successfully completed the driver's test administered by a representative from the NAVSTA Security Department every Tuesday in the Inter-Cultural Relations (ICR) Classroom at Navy Family Service Center, Bldg 1743. Spanish license processing takes approximately 10 working days.

You can drive during this period with either an International License, or a Spanish translation of your U.S. drivers license (which can be obtained from the Pass and ID section in Security).

**IMPORTANT:** If you have been stationed at Naval Station Rota previously, please contact the Drivers License Office and Vehicle Registration and let them know. You may need to take different steps to get your drivers license and your car registered. These offices will research your information in their computers and they might save you time and money.

Vehicle Registration (Spain) Location..... :  
Bldg 52 Telephone..... :  
2318/1610/1611/1607 Hours..... : 0830-  
1600 Comments..... :

Automobiles - Active duty military members and DOD civilian employees on Permanent Change of Station (PCS) orders to Spain are entitled to import one motor vehicle, not manufactured in Spain, free from all Spanish duties and taxes. Importation and subsequent registration of this one vehicle must take place during the first six months after initial arrival in Spain. PCS personnel from other countries other than the United States may import, at the time of their initial entry into Spain, one vehicle they owned and registered in their name at the last duty station.

Duly registered vehicles arriving directly from the United States are issued a 45-day import permit (conduce) by Spanish customs which, together with a current stateside registration, will legalize the use of the vehicle in Spain while a Spanish registration is obtained. Vehicles with either expired conduces, no registration document, expired or invalid registrations, or expired plates will not be released until Spanish registration is obtained. In addition, vehicles will not be released to personnel without a valid drivers license. U.S. Forces personnel and DOD employees already stationed in Spain who do not own a duty-free vehicle may acquire one from another U.S. Forces member stationed in Spain, or may acquire a new or used vehicle from a Spanish official distributor in Spain.

In addition to the duty-free imported vehicle, you may acquire one Spanish manufactured vehicle free from Spanish VAT (Value Added Tax - 29% of value of the vehicle) and registration tax after you report to Rota on PCS orders. Your dependents, 18 years of age and over, in possession of a Spanish drivers license are also entitled to purchase a Spanish vehicle free from the VAT.

Only active duty members, DOD civilian employees, and their dependents in Spain are allowed to operate duty-free imported vehicles registered under the provisions outlined above. This prohibition applies to all visitors, including families of personnel stationed in Spain.

Motorcycles - The same regulations regarding importation, registration, and operation of automobiles apply to motorcycles. If a U.S. forces member desires to import a non-Spanish motorcycle, he or she may not additionally import a non-Spanish automobile. Any small motorbike or scooter is considered to be a motorcycle. However, ATVs (provided they remain on base and off road) and motocross are not considered POVs and may be imported into Spain as household goods. Possession of these types of vehicles for off-road use only will not count against the limitation of tax-free vehicles a person may own. Information on the use of the motocross course on base and storage facilities for motocross and ATVs may be obtained from the base sanctioned Motorcycle Club.

Mopeds - There are no provisions under Spanish law for U.S. Forces members to import mopeds (50cc or less engine displacement) into Spain. No customs clearance or registration procedures are available. Spanish manufactured mopeds may be acquired upon arrival in Spain at the Navy Exchange or through local dealers off base.

Fishing License (Spain) Location..... :  
Junta de Andalucia, Cadiz Caja  
de Ahorros Provincial San  
Fernando de Seville, Av. M.  
Auxiliadora 7, Rota

Telephone..... : 24-5201/81-0582  
Comments..... :

Salt water fishing licenses are obtained from the Junta de Andalucia, Cadiz for a fee of approximately Pta. 300/400 (approximately \$2.50-\$3.00). Fresh water fishing licenses can be obtained from the Caja de Ahorros for a fee of Pta. 6,000 (approximately \$45.00) and are good for 5 years.

Boat License (Spain) (sailboats only)  
POC..... : MWR Marina Manager  
Location..... : Bldg 523 (between Pier 2 &  
3) Telephone..... : 2497  
Comments..... :

Personnel on PCS status need to contact the Capitania de Puerto and receive a "B&R" number for

registration purposes. The MWR Marina can assist you in berthing. For retired personnel residing in Spain, you must get a license at a local Gestoria before receiving a "B&R" number.

Hunting License (Spain) POC..... : Rod  
& Gun Club Location..... : Bldg 185  
Telephone..... : 3852  
Comments..... :

The Rod & Gun Club on base will assist you in getting your gun registered and in acquiring a hunting license. Shotguns are the only firearms authorized for hunting on board NAVSTA Rota.

<b>Name:</b> Spanish Traffic Tickets
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2354

<b>Name:</b> Translators/Interpreters
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-3225/3246
<b>Comments:</b> HOURS: 0830-1730 M-F There is a 24 hours, seven days a week, "on-call" service to attend urgent matters/serious crime offenses.

## Commonly Referenced Numbers

NOTE: The telephone numbers shown below are local Rota extensions. Telephone prefixes for Rota are: Commercial (from the United States) 011-34-956-82-xxxx. DSN: 727-xxxx.

Ambulance..... : 3300

Banking Facilities Banco de Andalucia..... :  
2827/2832 (Bldg 228) Navy Federal Credit Union.... :  
2986 (Bldg 54) NEX Cashier..... : 2755  
(Bldg 40) PSD Cashier..... : 2032 (Bldg 52)

Barber Shops Exchange Main Shop..... : 2507  
(Bldg 40) Housing Annex..... : 4599 (Bldg 134)

Beauty Shop..... : 4034 (Bldg 134)

Billeting BEQ Central Billeting..... : 2460/2680  
(Bldg 569) BOQ..... : 1750/1751 (Bldg 39)  
Navy Lodge..... : 2643 (Bldg 1674)

Chaplain..... : 2161/2 (Bldg 42)

Commissary..... : 2587 (Bldg 40)

NEX Convenience Stores: Quick Stop..... :  
4599 (Housing) (Bldg 134) 3143  
(Rota) (Bldg 174)

Education Office..... : 2711 (Bldg 52)

Family Advocacy Rep..... : 3231/2 (Bldg 1743)

Family Service Center..... : 3231/2 (Bldg 1743)

Family Service Programs..... : 3232 (Bldg 1743)

Hospital..... : 3305 (Bldg 1802)

Housing Office..... : 2398/1349 (Bldg 1960)

Human Resources Office (HRO) (Civilian Personnel)..... : 2677 (Bldg 52)

Legal Office (NLSO)..... : 2531/2 (Bldg 521)

Military Flight Information.. : 2411/2171 (Bldg 2)

MWR..... : 1516 (Bldg 1)

Navy Exchange..... : 2033 (Bldg 40)

NAVSTA Officer of the Day.... : 2707 (Bldg 1)

Personnel Support Detachment. : 3011 (Bldg 52)  
Transportation Mgmt..... : 3045 Travel  
Office..... : 2034

Quarterdecks CNA/NAVSTA..... :  
2222/2707 (Bldg 1) CO 'F' Marines..... : 2933  
(Bldg 35) Hospital..... : 3560/1 (Bldg 1802)  
MCSFCo..... : 2472 NCTAMS  
Med Det..... : 2470 (Bldg 8)  
NEMOC..... : 2410 (Bldg 532)  
NSGA..... : 2705 (Bldg 533)  
TSC(ASWOC)..... : 2287/2288 (Bldg 1664)  
VQ-2..... : 2185/6 (Bldg 5) 625  
AMSS..... : 3196 (Bldg 1994)

Red Cross..... : 2333/68 (Bldg 52)

Rota Coastline (Base newspaper)..... :  
2491/2128

Schools (DODDS On-base)..... Elementary  
School..... : 4185/4187 (Bldg 73) High  
School..... : 4181/4183 (Bldg 77)

Security..... : 3240/2001 on base 911 off  
base 82-0911

## Major Unit Listing

NOTE: Telephone numbers shown are local Rota extensions. Telephone prefixes, DSN and commercial, are shown on Page One of this booklet.

625 AMSS (AMC) Commander..... :  
2974/2355 (Bldg 1994) Duty Office..... :  
3196 Fax: 2797

Fleet Air Reconnaissance Squadron TWO (VQ-2)  
Commanding Officer..... : 2083 (Bldg 5) Duty  
Office..... : 2185/6 Fax: 2297

Marine Corps Security Force Company (MCSFCO)  
Commanding Officer..... : 2472/4 (Bldg 514)  
Officer of the Day..... : 2472/5 Fax: 2239

Marine Support Battalion, Company F Commanding  
Officer..... : 3151 (Bldg 35) Duty  
NCO..... : 2933 (Bldg 35) (Note: after  
working hours, notify the NCTAMS MED DET  
Quarterdeck, x2470, and ask for the Company "F"  
Duty NCO) Fax: 1285

Mobile Construction Battalion (Camp Mitchell)  
Commanding Officer..... : 2458/2840 (Bldg 335)  
Quarterdeck..... : 2141 Fax: 1394

U.S. Naval Computer and Telecommunications Area  
Master Station, Europe Central Detachment, Spain  
(NCTAMS ECD5) Officer in Charge..... : 2226  
(Bldg 8) Quarterdeck..... : 2470 Fax: 2644

Naval European Meteorology and Oceanography  
Center (NEMOC) Commanding Officer..... :  
2625 (Bldg 532) Duty Officer..... : 2410 Fax:  
3984

Naval Hospital Commanding Officer..... : 3500  
(Bldg 1802) Information Desk..... : 3305 Fax:  
3306

Naval Security Group Activity (NSGA)  
Commanding Officer..... : 2119 (Bldg 533)  
Quarterdeck..... : 2011 Operations Watch  
Supervisor.. : 2877 (24 hours) Fax: 2430

Naval Station/Commander, Naval Activities  
(NAVSTA/COMNAVACT) Commanding  
Officer/Commander. : 2590/2440 (Bldg 1)  
Quarterdeck..... : 2222/2707 Fax: 2417

Personnel Support Detachment (PSD) Officer in  
Charge..... : 3075 (Bldg 52) Duty  
Officer..... : 3011 Fax: 3082

Tactical Support Center (TSC) Officer in  
Charge..... : 2988 Quarterdeck/Duty Section..... :  
2287 Fax: 1404

## Transportation

Base taxi-shuttle Location..... : PWD (Bldg  
159) (Official Business)

Telephone..... : 2244/2403

Commercial Taxi..... : 2929 (local area)

SATO Location..... : Bldg 52  
Telephone..... : 2034 Hours..... :  
0830-1600

## Commissary and Exchange Operations

### Commissary

The DECA Rota Commissary Store offers their customers over 6,500 line items and is supported from Germany. It is open five days a week, Tuesday through Saturday, with convenient shopping hours for all military members, DOD civilians, and their family members. It is closed on Sundays, Mondays, and in observance of some US and Spanish holidays.

### Navy Exchange

Hours of operation: 1000-1800 (Mon) 1000-1800  
(Tue-Thur) 1000-1900 (Fri) 1000-1800 (Sat)  
1130-1630 (Sun)

Rota's main Navy Exchange complex is located in the industrial area on the base. It consists of the Main Retail Store, which carries clothing for the entire family, shoes, giftware, jewelry and housewares. Video Mart carries a good selection of videos, school supplies and self service items. The Uniform Sigh and Sound Center offers all your military uniforms, music, and electronic equipment in standard US 110 volt, 60 cycle, and/or dual-voltage 110/220 volt, 50/60 cycle. NEX services include Sweet Eats bakery, Baskin-Robbins Ice Cream Shop, Photo Lab, Flower Shop, Barber Shop and the Optical Center. Here, too, you will also find our NEX Bookstore.

Behind the main complex is the NEX Auto Service Center, which provides you with unleaded gasoline, diesel fuel and kerosene. We also provide automobile repairs, automotive supplies, batteries,

tires, etc., as well as the location for the mandatory automobile inspections.

On the other side of the base is the Home Center Store. Here, you will find sporting goods, hardware, furniture, linens, toys, pet supplies, and garden and lawn supplies.

The Navy Exchange Rental Car office is located at the Air Terminal on base. Prices are competitive with other rental car agencies throughout Spain. The NEX Rent-a-Car office is open from 0830-1730, Monday through Friday, and 0830-1700 on Saturday. License requirements may be met by one of the following: -a valid International Driving Permit obtained outside Spain. -a valid stateside drivers license with your military ID, or if you are civilian, with a Spanish translation. (Translations may be obtained at the rental office for a small fee), or -a valid Spanish drivers license

The Navy Lodge is managed by the Navy Exchange. The facilities consist of 48 rooms equipped with the following: two (2) queen beds, telephone, air conditioning, color television, kitchenette, refrigerator, stove, microwave, and private bath. The Navy Lodge offers two (2) handicapped rooms, and 10 non-smoking rooms. These accommodations are subject to availability. To make reservations, please call 1-800-NAVY-INN or DSN 942-5173. The local number for the Rota Navy Lodge is (C) 011-34-956-82-2643 or DSN 727-2643.

Dry Cleaner Telephone..... : 2559 (Bldg 41)  
Hours..... : 1000-1730 (Mon-Fri)  
1000-1700 (Sat)

Video Mart Telephone..... : 2132  
Hours..... : 0700-2200

<b>Name:</b> Defense Commissary Agency (DeCA) Commissary, Rota
<b>Address:</b> PSC 819 Box 32
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2580
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Navy Exchange,
<b>Address:</b> PSC 819 Box 17
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2557
<b>FAX:</b> (C) 011-34-956-82-2303
<b>Comments:</b> DSN prefix is 727-xxxx.

## Local Community

### Local Community Overview

Spain lies in the southwestern part of Europe. It occupies part of the Iberian Peninsula bounded by the Mediterranean and the Canary Islands in the Atlantic. Its total surface area is 504,788 km. You will find that Spain is both European and Mediterranean in climate, vegetation, and culture. It is more than two-thirds the size of Texas with a population of over 39 million inhabitants. From the north to the south, from the east to the west, scenery, landscape, climate and accents in Spain vary almost unbelievably. Spain's most unique features are its beautiful and numerous mountains. Spain is the second most mountainous country in Europe, Switzerland being the first.

Spain is divided into 15 regions. Rota is located in the region of Andalucia, with its largest city being Seville. Rota is a town in the province of Cadiz. The Andalucians are known for their Flamenco music and their impressive religious ceremonies, as well as their distinctive architectural style derived from the Moors.

In addition to the Iberian mainland, Spanish territory includes the Balearic Islands, the Canary Islands, plus Ceuta and Melilla on the Mediterranean Coast of Africa. Each of these areas has its own unique character and culture.

While the regional areas in Spain represent a wide diversity of cultural patterns and languages, there is, nevertheless, a national feeling of identity very evident among Spaniards regardless of their level of society.

The population of Spain is 39.2 million and is growing annually at 0.2 percent. This includes the people on several islands that are part of Spain. The Spanish are a composite of Mediterranean and Nordic ancestry and are considered a homogeneous group. Madrid, the capital, has the largest population with 3.6 million people. Barcelona, the next largest, has 1.8 million.

<b>Name:</b> Naval Station Public Affairs Office
<b>Address:</b> PSC 819 Box 1
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (c) 011-34-956-82-1680
<b>FAX:</b> (c) 011-34-956-82-1021

## Time Zone Chart

Rota, Spain is located in the Western European Time Zone.

## Time Zone Chart

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

## Climate

The climate in Rota, Spain is similar to Southern California. The summers are hot and dry and the winters are mild and rainy.

## Climate

<i>Month</i>	<i>High</i>	<i>Low</i>	<i>Humidity</i>	<i>Precipitation</i>
January	61	45	75	2.8
February	63	47	73	2.6
March	66	49	69	1.8
April	69	51	66	1.6
May	75	56	64	1.0
June	80	62	66	0.4
July	85	66	64	0.1
August	86	66	66	0.1
September	83	64	66	0.7
October	76	58	69	2.3
November	68	51	73	3.6
December	63	46	75	3.0

## Events Calendar

### NAVSTA ANNUAL EVENTS

Armed Forces Day Picnic Location..... :  
 Naval Station Picnic Grounds Telephone.....  
 : POC changes annually Date(s)..... :  
 Mid-May and is normally ongoing through the  
 first week of June. Comments..... : Games,  
 food, and display booths

Navy-Marine Corps Relief Fund Drive  
 Location..... : Naval Station, Rota, Spain

Telephone..... : POC changes annually  
 Date(s)..... : Annual Fund Drive begins 4  
 May and is ongoing through the 6th of  
 June.

Comments..... : Booths, games, dunk tank,  
 etc.

Base July Fourth Celebration Location..... :  
 Designated area Telephone..... : POC  
 changes annually Date(s)..... : 3-day

weekend Comments..... : Rides, games,  
food/vendor booths, fireworks.

## Cultural Attractions

Festivals play a major role in Spanish life. They are eagerly awaited and planned well in advance. Each city and region has its own special fiesta, often in honor of a patron saint. Activities associated with fiestas include processions, fireworks, dancing, the wearing of the regional costume, bullfights, and amusement attractions. The official national holidays include New Year's Day, Three King's Day (6 January), Feast of San Jose (19 March), Holy Week and Easter (Semana Santa), Labor Day (1 May), Corpus Christi (June), the King's Birthday (24 June), Santiago Day (25 June), Rota Patron Saint Day (7 October), Columbus Day (12 October), All Saints Day (1 November), Immaculate Concepcion (8 December), and Christmas. Christmas gifts are not opened until the day of the Three Kings or Wise Men on 6 January.

Three Kings Celebrations Location..... :  
Various neighboring towns Proximity to site..... :  
10-45 minute drive from Base Date..... :  
Evening parade on January 5th  
Comments..... : Often, on the eve of Three  
King's Day, the Christ child is placed in nativity  
scenes in local homes and stores.

Men attired in Three Kings costumes ride on  
colorfully decorated floats & throw tons of candies to  
thousands of people lined up on the streets.

Carnaval Celebrations Location..... :  
Cadiz; El Puerto de Santa Maria; Rota; Chipiona;  
San Lucar de Barremeda  
and Jerez de la Frontera.  
Proximity to site..... : 10-45 minute drive from  
Base Date(s)..... : Week before Lent  
Comments..... :

The Spanish word "Carnaval" means "farewell to  
flesh." It is a period of feasting and revelry just  
before Lent. The church often refers to it as the  
"Devil's Feast." Most Americans know this  
celebration by the name "Mardi Gras", as it is called  
in New Orleans. Celebrations include wild  
masquerade dances, parades, fireworks, pinatas,  
elections of nymphs, burning of witches, singing  
contests, street-singing parties, patio decorations and  
costume contest.

Holy Week Celebrations - "Semana Santa"  
Location..... : Neighboring cities and towns

Date..... : Holy Week/Easter Proximity  
to site..... : 10-45 minute drive from Base  
Comments..... :

There are Palm Sunday and Holy Week processions  
with a variety of colorfully decorated floats depicting  
Christ's Crucifixion, as well as other historically  
Christian statues. The participants in the processions  
dress in special robes and hoods which add color and  
somberness to the event.

Spring/May Festivals ("Ferias")  
Location..... : Neighboring cities and towns  
Dates..... : End of April to end of May  
Proximity to site..... : 10-45-minute drive from  
Base Comments..... :

The importance and popularity of a given fair  
depends on the size of the town. Not only the  
decoration, lighting of the fairgrounds, number of  
bullfights, rides, shooting galleries and "casetas"  
(booths), but also the idiosyncrasies of the local  
people and area wines are the determining factors in  
gaining fame for certain fairs. Admission is free.  
Usually, all fair activity programs include at least one  
bullfight. Late in the evening, after the bullfights, the  
fair activities regain new energy and last until dawn.

Horse Fair Location..... : Jerez de la  
Frontera Date..... : Late April or early  
May Proximity to site..... : 25-minute drive  
Comments..... :

A week dedicated to horses. Jerez is famous for  
raising the best quality horses in Spain. Different  
competitions, including bullfighting on horseback,  
are held and awards presented. The annual evening  
gala featuring the famous Andalusian Dancing  
Horses is presented at this time.

## Travel Planning

The Information, Tickets and Tours Office, U.S.  
Naval Station Rota, Spain provides leisure  
travel/vacation information, local day and weekend  
trips, and international tours. Some of our tours  
include: Spanish Heritage tours to Granada, Seville,  
Cordoba, and Ronda; Shopping tours for Spanish  
Handicrafts such as brassworks, ceramics, paintings  
and basketry; Cultural tours include the Jerez Horse  
show, bodega tours and flamenco shows. Some over  
night tours include places such as Portugal, Paris, and  
other countries. ITT also sells tickets to area  
attractions and events when available.

<b>Name:</b> Information Tickets & Tours
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (c) 34-956-82-3101
<b>FAX:</b> (c) 34-956-82-2308
<b>Proximity to site:</b> On Base, in the Recreation Center
<b>Comments:</b> DSN 727-3101

## Recreation Opportunities

Aquatics Center Auto Hobby Shop Auto Used Parts Champions Sports Club Craftech Hobby Center Fitness Center Gateway Auditorium Golf Course Housing Pool Information Tickets and Tours Liberty/Special Events Library Marina & Outdoor Recreation Nautilus Center Recreation Center Rota Lanes (Bowling Ctr) Theater (Drive In) Wood Hobby Shop Youth Activities Center Youth Sports Complex

<b>Name:</b> Naval Station Rota, Morale, Welfare, and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (c) 34-956-82-1517
<b>FAX:</b> (c) 34-956-82-1658
<b>Proximity to site:</b> On Base
<b>Comments:</b> DSN 727-1517

## Military Related and Civic Organizations

Many types of civic organizations are active on the base and welcome your participation. The following is only a partial listing.

Boy Scouts of America Troop 73

Cub Scout Pack 280

Navy Wives Club of America Tetrapods #196

Ombudsman Council

Rota Animal Welfare League

Rota Golf Association

Rota Flying Club

Rota Little League Association

Rota Little Theater

Rota Neighborhood Girl Scouts

Rota Rod and Gun Club

Rota Saddle Club

Rota Swim Club

The complete list of approved organizations on board Naval Station Rota is administered by the Naval Station Morale, Welfare & Recreation (MWR) Department. More information (POCs, telephone numbers and addresses) on private organizations may be obtained from MWR.

## Shopping

El Paseo Shopping Mall Location..... : El Puerto de Santa Maria Hours..... : 1000-2200 (Mon-Sat)

Proximity to site..... : 15-minute drive Major Stores..... : Pryca, Toys R Us, McDonald's & several other stores

Bahia Sur Mall Location..... : San Fernando Hours..... : 1000-2200 (Mon-Sat)

Proximity to site..... : 45-minute drive Major Stores..... : Pryca and several other stores

Continente Location..... : Jerez de la Frontera Hours..... : 1000-2200 (Mon-Sat)

Proximity to site..... : 25-minute drive

Hipercor Location..... : Jerez de la Frontera Hours..... : 1000-2200 (Mon-Sat) Proximity to site..... : 30-minute drive

Gypsy Markets Locations: Mondays: Cadiz, Jerez de la Frontera, Chipiona, and Puerto Real Tuesdays: El Puerto de Santa Maria Wednesdays: Rota, Sanlucar de Barremeda Thursdays: San Fernando Fridays: Arcos de la Frontera

Normal Hours..... : 1000-1400 Proximity to site..... : From 10-minutes to an hour Comments..... :

Good bargains, even in surprising things such as designer shoes and clothing, can be found at gypsy markets by a diligent shopper. The best method is to go often to the same town until you have learned where the best booths are located. They are almost always set up in the same location each week. You will soon learn where to find things.

When you find something you want to buy, take time purchasing it. Check it over carefully, as many items are seconds. Sometimes shoes in a pair are not the same size or color. While you are checking the item, watch and listen to see what the local people are being charged. If there is a crowd at the booth, there is not much sense in trying to bargain. If the merchandise is placed neatly on a table, generally the owner will not bargain. But if the merchandise is in a heap, or better yet, on the ground, they might be willing to bargain. If the item is obviously out of season, they might lower the price. These vendors live with their merchandise in their trucks, and space is precious.

## State and Community Social Service Agencies

None

## Non-Profit Social Service Agencies

American Red Cross

The American Red Cross provides active duty military, their family members and eligible Department of Defense (DOD) civilian employees with communications in an emergency. This includes verification of critical illness or death of immediate family members. This verification is usually required in order for military members and or their family members to receive funded travel orders from Spain to CONUS. Financial assistance for in-CONUS travel, in an emergency, may be arranged for military members and/or their family members. These funds will be either from the American Red Cross or the Navy Marine Corps Relief Society (NMCRS), as the American Red Cross acts on behalf of the NMCRS when their office is closed. The American Red Cross supports an active volunteer program which provides the opportunity to work in the American Red Cross office, Naval hospital, branch dental clinic, library, DoDD's DGF School, or other locations on board the Naval Station Rota. Cardiopulmonary resuscitation (CPR), First Aid, Water Safety Instructor, and Lifeguarding classes are also available.

The American Red Cross office is located in building 52 (PSD). Their office hours are 0800-1600, Monday through Friday. Their office phone number is 82-2333. For after hours emergencies an American Red Cross caseworker can be reached via pager by calling the Naval Station Quarterdeck at 82-2222.

## Navy-Marine Corps Relief Society

NMCRS is a private non-profit organization that assists the Navy and Marine Corps active duty and their family members as well as retirees in times of financial crisis. The Society assists with emergency leave, rent, food, utilities, medical and dental expenses, car repairs, etc. The Society also has several educational programs including the Spouse Tuition Aid Program (STAP). STAP is an overseas program only. There are numerous volunteer opportunities including creating layettes, interviewing and working as a receptionist. Daycare and mileage for volunteers is reimbursed. Hours are 1000-1500 Monday through Friday.

<b>Name:</b> Navy-Marine Corps Relief Society (Spain Auxiliary)
<b>Address:</b> Unit 50085 Box 2002
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1614
<b>FAX:</b> (C) 011-34-956-82-1615
<b>Comments:</b> DSN prefix for Rota is 727-1614.

<b>Name:</b> American Red Cross
<b>Address:</b> PSC 819 Box 22
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2333
<b>FAX:</b> (C) 011-34-956-82-2368
<b>Comments:</b> DSN prefix for Rota is 727-2333.

## Religious Activities

Several religious denominations are represented in the local community.

<b>Name:</b> Bethel Baptist Church
<b>Phone:</b> 956-84-1578

<b>Name:</b> Church of Christ
<b>Phone:</b> 956-82-2161

<b>Name:</b> First Baptist Church
<b>Phone:</b> 956-82-2797/4902 956-87-6268

<b>Name:</b> Jehovah's Witnesses
<b>Phone:</b> 956-84-0377

<b>Name:</b> Mount Zion COGIC
<b>Phone:</b> 956-82-4401

<b>Name:</b> Rota Assembly of God
<b>Phone:</b> 956-84-1796

<b>Name:</b> Rota Evangelistic Center
<b>Phone:</b> 956-82-4458

<b>Name:</b> United Pentecostal Fellowship
<b>Phone:</b> 956-81-0784

## Community Transportation

<b>Name:</b> Jerez Airport (Aeropuerto de la Parra)
<b>Address:</b> N-IV, north of Jerez de la Frontera
<b>Phone:</b> 011-34-956-33-4300 (INTL) 965-33-4300 (Local)
<b>Proximity to site:</b> 45 minute drive

<b>Name:</b> Seville Airport (Aeropuerto de San Pablo)
<b>Address:</b> N-IV northeast of Seville
<b>Phone:</b> 011-34-954-22-9639 (INTL) 954-22-9639 (Local)
<b>Proximity to site:</b> 2 hour drive

<b>Name:</b> El Puerto de Santa Maria Train
<b>Phone:</b> 011-34-956-86-2585 (INTL) 956-86-2585 (Local)
<b>Proximity to site:</b> 20 minute drive

<b>Name:</b> Train Cadiz
<b>Phone:</b> 011-34-956-25-4301 (INTL) 956-25-4301 (Local)
<b>Proximity to site:</b> 1 hour drive

<b>Name:</b> Train Seville
<b>Phone:</b> 011-34-954-41-4111 (INTL) 954-41-4111 (Local)
<b>Proximity to site:</b> 2 hour drive

<b>Name:</b> Local Bus Company
<b>Proximity to site:</b> Rota, one block from the main gate

## Education

### Education Overview

Except for the English Center located outside the naval complex, the education in the neighboring cities is Spanish. Through the Navy Campus Office, military personnel, civilians, and dependents are able to earn a high school diploma equivalency through the GED exam, a vocational/technical certificate, and a college degree. There are four accredited schools and universities and one non-accredited self-improvement organization. The three institutions of higher education are members of the Servicemembers Opportunity College, which can make it easier for students to complete degree requirements as they change duty stations. Education through correspondence for high school and college credit is available. Financial assistance is currently available via Veterans Administration education benefits or Navy tuition assistance. The Navy-Marine Corps Relief Society has initiated a Spousal Tuition Assistance Program (STAP). For more information on this particular program, contact the Navy-Marine Corps Relief Society.

The Navy Campus office provides testing for high school equivalency certificates, college entrance exams, college credit, graduate school entrance exams, and technical certification. They have counselors who can help evaluate military service experience for college credit.

<b>Name:</b> Navy Campus (Rota Education Office)
<b>Address:</b> PSC 819 Box 54
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2711
<b>FAX:</b> (C) 011-34-956-82-2711
<b>Proximity to site:</b> On base
<b>Tuition:</b> Questions about tuition should be addressed to the specific institution.
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.  Letter correspondence should be addressed to each individual institution using the Navy Campus address, PSC and box number, as listed above. POC and direct telephone numbers are shown in the description of each college/university. The listed Navy Campus fax number may be used for all of the colleges/universities shown.

## Public and DODDS Schools

David Glasgow Farragut (DGF) Elementary School provides instruction to over 800 students in grades kindergarten through sixth. In addition to grade level teachers, there is a staff nurse, counselor, and psychologist. Specialties include English as a Second Language (ESL), Compensatory Education (Comp Ed), Learning Impaired (LI), Communication Impaired (CI), School Wide Enrichment Program (SWEP), and media. Large group specialists provide instruction in art, music, and physical education. Two host-nation teachers provide familiarity with the Spanish language, culture, and traditions. In addition there is a pre-school program for children 3 to 5 years of age with learning disabilities and a Sure Start program, similar to Head Start for children 3 to 5 years of age.

The school has a very active Spanish Immersion program, where one class per grade level is taught Math, Social Studies and Science in the Spanish language.

David Glasgow Farragut (DGF) High School. (7-12) grade - 380 students approx.

Requirements for graduation:

A minimum of 22 units of credits are required for students to graduate from a DoDDS high school. Sixteen of the 22 units will be in required areas and can only be earned in stipulated courses.

REQUIREMENTS	REQUIRED UNITS	COLLEGE RECOMMENDATION
Language Arts (English)	4	4 Social Studies (1 unit of US History and 0.5 unit of US Government required)
3-4 Mathematics and Science	2	or 3 of each to 3-4 total 5
Career Education (Home Economics, Industrial Arts, Business Education, Cooperative Work Experience, NJROTC)	1	1 Aesthetic (Art, Music, Humanities)
1 Physical Education	1	1 Health
0.5 Computer Science	0.5	
0.5 Foreign Language	2-3	2-3 (of the same language)
Required units	16	Elective units
06 Total Minimum	22	

Extra-Curricular Activities

The staff at DGF attempts to offer students a wide variety of activities, some of which are designed to complement the students' academic endeavors. To participate in these extra-curricular activities, students are expected to maintain the required grade eligibility and adhere to the rules established by the activity sponsors. Below is a list of activities, including sports. (Note: this list may change, depending upon availability of funds, adequate sponsoring personnel, and the amount of student interest.)

Athletic Club	Intramurals	Baseball
Literary Magazine	Basketball	Math Counts
Music Club	Yearbook	Cheerleading
Newspaper	Class Activities	NHS/NJHS -12th Grade
Soccer -10th Grade	Science Club	-11th Grade
Spanish Club -8th Grade	Softball	-9th Grade
7th Grade	Tennis	Cross Country
Drama Club	Volleyball	French Club
Yearbook		

<b>Name:</b> DGF Elementary School
<b>Address:</b> PSC 819 BOX 19
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-4185 OR 4187
<b>FAX:</b> (C) 011-34-956-82-4185 OR 4187
<b>Proximity to site:</b> Located in the Las Palmeras housing area, on base.
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> DGF High School
<b>Address:</b> PSC 819 BOX 63
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4181 OR 4183
<b>FAX:</b> (C) 011-34-956-82-4181 OR 4183
<b>Proximity to site:</b> Located in the Las Palmeras housing area, on base.
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Private Schools

Co-educational day/boarding school that teaches the Spanish curriculum and very intensive English as a Foreign Language to 750 children aged 2-18. Sixty staff members, including 48 full-time teachers. Thirty-two classrooms, laboratories, library, computer room, video rooms, sports facilities, covered auditorium/sports stadium, and new building with facilities to take students to university entrance. Extra-curricular activities include sports, choir, dance, music, etc. Annual ski trip and trip to UK.

School bus and meals. Weekly and full boarding facilities. English/Spanish summer camp and school.

Additional to the Centre's facilities is a varied summer school programme for Spaniards and English speakers. These programmes combine learning with cultural and sports activities. Further details from the English Centre.

<b>Name:</b> The English Centre/ El Centro Ingles
<b>Address:</b> Ctra. Fuentebravia Km. 1.5
<b>City:</b> El Puerto de Santa Maria, Cadiz 11500
<b>Phone:</b> 34-956-850560
<b>FAX:</b> 34-956-873804
<b>Proximity to site:</b> 15 min from Rota Naval Station
<b>Tuition:</b> 1999-2000 fees: 90,000-455,000 pesetas
<b>Comments:</b> Established 1969

## Colleges and Universities

Charles County Community College/Montgomery Colleges Location..... : Bldg 52  
Telephone..... : 2917/2918/2993  
Hours..... : M-F 0800-1700  
Comments..... :

Accredited two-year schools that offer courses leading to basic and advanced certificates and Associate in Applied Science of vocational areas including Computer Electronics, Criminal Justice, Legal Assistant, Early Childhood, and EMT.

City Colleges of Chicago Location..... :  
Bldg 52 Telephone..... : 2574  
Hours..... : M-F 0800-1700  
Comments..... :

Offers a wide variety of lower level courses through their non-traditional independent study delivery system supported by video cassettes, CD-ROM, or delivered via the Internet. An Associate in Arts degree (with various possible concentrations) can be obtained through this program.

Embry-Riddle Aeronautical University  
Location..... : Bldg 52  
Telephone..... : 2984 Hours..... :  
M-F 0800-1700 Comments..... :

It is a part of the University's network of off-campus locations providing servicemembers the opportunity to work toward a certificate in Aviation Maintenance Technology, Aviation Safety, or earn an Associate or

Baccalaureate degree in the aviation field. Coursework in preparation for the FAA written A & P exam is offered.

Rota Community College Location..... :  
Bldg 52 Telephone..... : 2913  
Hours..... : M-Th 0900-1200  
Comments..... :

Non-credit/non-degree granting institution offering courses in many areas of interest. The curriculum is limited only by the availability of local qualified instructors and/or expressed desire for a particular course. Spanish Language, English as a Second Language, Sevillana Dancing, Beginning Sewing, Spanish or Oriental Cooking are examples of courses being offered. Closed during the months of June, July, and August. University of Maryland Location..... : Bldg 52  
Telephone..... : 2917/2918/2993  
Hours..... : M-F 0800-1700  
Comments..... :

In Europe since 1949, the University enables students to complete course requirements leading to certificates, Associate of Arts, Bachelor of Science, or Bachelor of Arts degrees. A wide range of lower and upper level courses is offered with primary concentrations in business and management, government, history, psychology, and computer studies. Bowie State University, a part of the University of Maryland system, offers courses leading to a Masters degree in Public Administration and Management of Information Systems.

University of Oklahoma Location..... : Bldg 52  
Telephone..... : 2799  
Hours..... : M-F 0800-1700  
Comments..... :

A Masters of Human Relations is offered through an intensive class format, where classes meet over a one-week period. Extensive reading and preparation begins 30 days prior to the first class meeting. The majority of classes are taught by home campus professors who are brought over to teach at one or two sites and return to campus. There are usually three courses offered during a four month period, nine per academic year.

## Adult or Continuing Education

### Navy Campus

The Navy Campus portion of the education center is staffed by two Education Specialists and an

Education Technician representing the Navy's off-duty education program at Naval Station Rota. The Navy Campus staff, in addition to acting as liaison between the on-base institutions and Naval Station act as "generic" counselors providing academic and vocational counseling for the on-base schools as well as colleges and universities in general. To assist in this area a reference section is maintained consisting of hardbound books, a microfiche college catalog collection, and a computer enhanced guidance system. An aspect of this process is the exploration of recommended credits for military schools and experiences.

The services available at the Navy Campus are open to all military personnel and their family members, as well as the civilian component in the Rota area.

<b>Name:</b> Navy Campus (Rota Education Center)
<b>Address:</b> PSC 819 Box 54
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2711
<b>FAX:</b> (C) 011-34-956-82-2711
<b>Proximity to site:</b> ON BASE
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Special Education

Educational and Developmental Intervention Services (EDIS)

EDIS is a multidisciplinary team offering diagnostic screenings, evaluations and treatments. The program provides Early Intervention and Medically Related Services to children ages birth through 21. The multidisciplinary team consists of a Developmental Pediatrician, Clinical Child Psychologist, Occupational Therapist, Physical Therapist, Early Childhood Special Educator and Speech/Language Pathologist. Referrals are accepted from anyone for the Early Intervention Program (age 0 through 2 years), and from the DoDDS Case Study Committee (CSC) for students ages 3 through 21.

<b>Name:</b> Educational and Developmental Intervention Services (EDIS)
<b>Address:</b> Box 1917 Unit 50085
<b>City:</b> FPO, AE 09645--0007
<b>Phone:</b> (C) 011-34-956-82-4029
<b>FAX:</b> (C) 011-34-956-82-4032
<b>Proximity to site:</b> Near DoDDS on-base schools, Building 1741
<b>Tuition:</b> N/A
<b>Comments:</b> DSN prefix for Rota is 727-xxxx. Hours are 0800-1700, Monday through Friday.

## Employment

### Employment Overview

Hiring procedures on Naval Station, Rota, fall under the guidelines of the Status of Forces Agreement (SOFA) and an Agreement for Defense Cooperation between the governments of the Kingdom of Spain and the United States. The majority of civilian positions are reserved for local nationals. The ratio of Spanish workers to American workers is 7 to 3, which is always subject to change. In real terms, this means that jobs are available, but are extremely limited. Due to high unemployment in Spain and Spanish Labor Laws, off-base employment is virtually non-existent. This is not meant to sound pessimistic, but honest, so that you will have realistic expectations regarding employment.

The majority of jobs require that an applicant be command sponsored and a U.S. citizen. Military spouses are given job preference and a clear understanding of military spouse preference regulations is essential in conducting an effective job search.

There are four main employers on base: Human Resources Office (HRO), Morale, Welfare, and Recreation (MWR), Navy Exchange (NEX), and Department of Defense Dependent Schools (DODDS).

Vacancy announcements for MWR and HRO positions are posted at MWR, HRO, Base Library, and NFSC. Announcements for DODDS are posted at the Elementary and High Schools. Additional job information can be found in the base newspaper (Coastline), radio, and TV. It is recommended that applicants actively follow-up all job prospects, since many organizations do not routinely advertise their positions.

MWR also certifies, manages and operates a home care provider program allowing spouses to provide day care in their homes.

<b>Name:</b> Human Resources Office
<b>Address:</b> PSC 819 Box 11
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1643
<b>FAX:</b> (C) 011-34-956-82-1642
<b>Proximity to site:</b> On base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1516
<b>FAX:</b> None
<b>Proximity to site:</b> on-base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Federal Civilian Employment for Spouses

Available through Human Resources Office (HRO), Morale, Welfare, and Recreation (MWR) and Department of Defense Dependent Schools (DODDS). Due to the Status of Forces Agreement (SOFA), opportunities are limited.

## Permanent Employment Resources

Navy Family Service Center Spouse Employment Assistance Program (SEAP). Point of Contact, telephone number and address listed under record listing.

The Family Service Center SEAP Coordinator is available to answer your questions and assist you in any way with your job search.

Seminars in the preparation of resumes as well as federal applications and computer equipment are available for your use on an appointment basis.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Temporary Employment Resources

Human Resources Office (HRO), Morale, Welfare, and Recreation (MWR), Navy Exchange (NEX) and Department of Defense Dependent Schools (DODDS).

## Non-Paid or Volunteer Opportunities

In addition to the above, Navy Relief and Red Cross also coordinate separate volunteer programs. Volunteerism plays a vital role on the Naval Station and is an excellent way to learn new skills, network, market yourself, and enhance your career. Volunteer experience can be used on any resume or job application, and therefore really "pays off" in the long run.

## Chambers of Commerce

Due to the Status of Forces Agreement (SOFA) between the United States and Spain, employment off base is non-existent.

## Private Sector Employment

Navy Federal Credit Union

The NFCU has 15 positions, consisting of the manager, assistant manager, member services representative, loan counselors, and tellers. Vacancies are announced via Plan of the Week (POW), radio and TV and posted at NFCU and NFSC. Interested applicants must be command sponsored family members. Applications can be picked up at the Credit Union. These positions are tax free and do not affect spouse preference.

Navy-Marine Corps Relief Society

NMCRS is a private non-profit organization that assists the Navy and Marine Corps active duty and their family members as well as retirees in times of financial crisis. This financial assistance includes monies for food and shelter, vehicle repairs, household set-up, medical and dental costs, funeral expenses, emergency transportation, and more. The Society also has several educational programs including the Spouse Tuition Aid Program (STAP). STAP is an overseas program only. There are numerous volunteer opportunities including positions as caseworkers and receptionists. Child Care and mileage for volunteers are reimbursed. Hours of operation are 1000-1500, Monday through Friday.

### American Red Cross (ARC)

The American Red Cross employs one full-time, locally hired staff member and three part-time on-call personnel. Vacancies are announced via Plan of the Week (POW), radio and TV and are posted at ARC. Interested applicants must be command sponsored family members. Positions are exempt from federal withholding. There are numerous volunteer opportunities at the Red Cross office, including receptionist and correspondence assistants.

### Navy Exchange (NEX)

The Navy Exchange is continuously accepting applications for employment from military spouses and dependents. Applicants must be U.S. citizens or be a member of a NATO country (except Spain) and have a social security number or have a legal residence status "green card" and social security number.

There are approximately 88 positions at the Navy Exchange, the majority of which are cashiers and customer service clerks. There are a limited number of clerical and managerial positions. Jobs are located primarily at the Main Store, Video Mart, Quick Stop, and Home Center.

Applications can be picked up at the NEX Personnel Office, located next to the Navy Legal Service Office. Job openings are not advertised. Selection is based on the length of time the application has been on file, and also considers previous experience and education. Employment at NEX may affect your spousal preference.

<b>Name:</b> American Red Cross
<b>Address:</b> PSC 819 Box 22
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-2333
<b>FAX:</b> (C) 011-34-956-82-2368
<b>E-Mail:</b> redcross@navsta.rota.navy.mil
<b>Proximity to site:</b> Located on Naval Station in bldg. 52 (PSD).
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.  Office hours are 0800-1600 M-F For after hour emergencies call the NAVSTA Quarterdeck at 011-34-956-82-2222.

<b>Name:</b> Navy Exchange
<b>Address:</b> PSC 819 Box 17
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3177 or 3178
<b>FAX:</b> (C) 011-34-956-82-2303
<b>Proximity to site:</b> On base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Navy Federal Credit Union
<b>Address:</b> PSC 819 Box 24
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-2986
<b>FAX:</b> (C) 011-34-956-82-2512
<b>Proximity to site:</b> On base, bldg 54
<b>Comments:</b> Hours of Operation: Mon-Fri 0900-1700  2 ATMs available 24 hours a day, 7 days a week.  DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Navy-Marine Corps Relief Society (Spain Auxiliary)
<b>Address:</b> Unit 50085 Box 2002
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-1614
<b>FAX:</b> (C) 011-34-956-82-1615
<b>Proximity to site:</b> On base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Government Employment

The DGF Elementary and High Schools are part of the Department of Defense Dependent Schools. They are both located on Granada Street in the housing area. The elementary school has education technician, educational aide, and substitute teacher positions available throughout the school year. In addition, they have a Copier Duplicator (GS-03) position and a Computer Assistant (GS-5) position. The high school has education technician and substitute teaching positions open throughout the school year. Both schools have one secretarial position.

Current vacancy announcements are posted in the Elementary and High School offices. Applications are sent to DODDS Recruitment Unit, 4040 North Fairfax Drive, Arlington, Virginia 22203-1634. A courtesy copy of the application is to be given to the

school at which you apply. Each position requires a separate application.

#### Human Resources Office (HRO)

The Human Resources Office acts as a staffing agency for managers and supervisors on-base and provides employment/labor services for the Federal Government, as well as local nationals. There are approximately 230 U.S. positions, the majority of which are permanent full time, although some temporary and part time positions do exist.

Applicants must be U.S. citizens and generally command-sponsored to qualify. An SF-171 or OF-612 (Federal employment application form), or government-style resume needs to be completed and submitted. The Status of Forces Agreement and Agreement of Defense Cooperation budgetary constraints place severe limitations on jobs available to military spouses, and make competition for the few number of vacancies that do open even more severe. For the most part, local hiring is done between the GS-3 to GS-5 levels, which include clerk/typist and secretarial positions. A limited number of higher level positions (for which applicants need a college degree or qualifying work experience) are announced worldwide but may be filled with local applicants who are qualified.

MWR in Rota currently employs 130 U.S. personnel; military spouses, DOD civilian spouses, military and civilian family members, and in certain instances, active duty personnel. Continuing positions as recreation aides, cashiers, clerical personnel, child care givers, etc. are available throughout the various recreational and club facilities of MWR.

Applications are submitted on a SF-171 to MWR. Applicants must be U.S. citizens or a third country national and have a social security number to be eligible. Employment does affect your spouse preference.

<b>Name:</b> Human Resources Office
<b>Address:</b> PSC 819 Box 11
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1643
<b>FAX:</b> (C) 011-34-956-82-1642
<b>Proximity to site:</b> On base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> DODDS Public Schools
<b>Address:</b> PSC 819, Box 63
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-4185/87/ 81 or 83
<b>Proximity to site:</b> On base
<b>Comments:</b> Office hours M-F 0800-1700

<b>Name:</b> MWR Personnel Office (NAF)
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2596/3263
<b>Proximity to site:</b> on base
<b>Comments:</b> Office hours are 0830-1730

### Professional or Occupational Licensing

None available.

### Networking Opportunities

Can be obtained through volunteer work.

## Medical And Dental

### Medical and Dental Overview

The U.S. Naval Hospital provides medical care for all military personnel, U.S. civil service personnel, and their families in the Rota area. The hospital has 26 beds in the Multi-Service Ward, six beds on the Labor and Delivery Ward, and 20 beds in the Contingency Ward. Normal laboratory, pharmacy, and x-ray services are available on a full-time basis. Outpatient clinics provide primary care with specialty support in aviation medicine, dermatology, internal medicine, obstetrics/gynecology, optometry, orthopedics, pediatrics, psychiatry, family practice, urology, ENT (ear, nose and throat), physical therapy and surgery.

The Branch Dental Clinic at Rota is located in the north wing of the hospital. Hours of operation are

from 0730-1630, Monday through Friday. Patients requiring access to care for dental treatment for any reason, whether emergencies, examinations, consultations etc., have the option of being evaluated by a dental officer within two working days. The clinic is open after hours until 1900 on weekdays, 1200 on Saturdays and 0900 on Sundays/holidays. After those hours, please contact the hospital emergency room at 3307 or 3308.

<b>Name:</b> Branch Dental Clinic, Rota
<b>Address:</b> PSC 819 Box 67
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3798
<b>FAX:</b> (C) 011-34-956-82-3735
<b>Comments:</b> DSN prefix for Rota is 727-xxxx. Secondary POC is the Central Appointment Desk, x3733.

<b>Name:</b> US Naval Hospital Rota
<b>Address:</b> PSC 819 BOX 18
<b>City:</b> FPO, AE 09645--2500
<b>Phone:</b> (C) 011-34-956-82-3526
<b>FAX:</b> (C) 011-34-956-82-3306/3349
<b>Proximity to site:</b> on base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Medical Services/Directory - on Installation

Ob/Gyn                      yes    Ophthalmology                      yes (on a  
quarterly basis)    Optometry                      yes    Orthopedics  
yes    Family Practice                      yes    Pediatrics                      yes  
Psychiatry                      yes    Psychology                      yes    Social  
Services                      yes    Surgery                      yes

Emergency Room..... : 3307

Commander..... : 3500

Information..... : 3305

Central Appointments..... : 3618/3620

EFM Coordinator..... : 3481

Patient Administration..... : 3557

Patient Advocate..... : 3552

Health Benefits Advisor..... : 3552

Pharmacy (Hospital)..... : 3564

Early Development Intervention Services (EDIS).....: 4029

### Wards-Clinics

Immunization..... : 3464  
Pediatrics..... : 3454  
Optometry..... : 3494  
Orthopedics..... : 3402  
Radiology..... : 3401

### Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

TRICARE Europe Service Center

Telephone..... : 3557 Hours..... : 0730-1630

### Health Promotion Department

Telephone..... : 3350 Hours..... : 0730-1630

### Dieting-Nutrition

Telephone..... : 3337 Hours..... : 0730-1630

<b>Name:</b> US Naval Hospital Rota
<b>Address:</b> PSC 819 BOX 18
<b>City:</b> FPO, AE 09645--2500
<b>Phone:</b> (C) 011-34-956-82-3552
<b>FAX:</b> (C) 011-34-956-82-3349
<b>Proximity to site:</b> on base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Community Hospitals

None

### Dental Services/Directory - on Installation

DENTAL SERVICES/DIRECTORY - ON INSTALLATION

U.S. Naval Dental Center Europe, Branch Dental Clinic at Rota is located in the north wing of the hospital building complex. Hours of operation are from 0730-1630 Mon-Fri. To access dental care, call

the dental clinic for an evaluation appointment. Emergencies will be seen at any time. After hours emergency care is coordinated through the Naval Hospital Rota, Emergency Department. We ask your consideration in using this service. The intent of urgent dental care is to stabilize injuries and ease discomfort until definitive treatment can be provided.

The primary mission of Branch Dental Clinic, Rota is to provide dental care for active duty members of the Armed Forces, their family members and other eligible beneficiaries. Family members can expect to receive preventive, restorative and essential specialty care required to maintain good oral health during their assignment in Spain. Retirees, DOD-sponsored civilians and their family members are seen on a space available basis. A fee determined by BUMED is charged for civilian services. Orthodontics and prosthodontics (dentures, crowns, and bridges) are not available by federal law to DOD civilians. Active duty personnel are required to have a dental readiness examination annually and should contact their dental liaison for an examination. Other appointments for examination or treatment may be made by coming to the clinic or calling 3733/4. Failed dental appointments prevent us from providing maximum care to our community. If you need to cancel or reschedule an appointment please call the appointment desk at least 24 hours in advance so another patient may be treated. An adult must accompany family members under 18. Certain services such as orthodontic and prosthodontic treatment are provided on a prioritized basis.

Visiting relatives and friends, who are not military members or family members, are not eligible for routine dental care. However, if a genuine emergency occurs during the visit, humanitarian care is available at the standard rate.

All family members preparing to come overseas with their sponsors must first receive an overseas screening examination and be certified to be in good dental health. Our clinic staff consists of thirteen Navy dental officers, representing all disciplines of clinical dentistry, two dental hygienists, twenty-six military dental technicians and approximately ten civilians, including Red Cross volunteers. The clinic is not staffed to catch up on accumulated and neglected dental needs. Active duty members are required to be in a high state of military dental readiness and must receive annual examinations and complete all required treatment as soon as possible. All current dental treatment needs must be completed prior to transfer. Transfer is not recommended for those with significant dental problems. The Tricare Family Member Dental Plan should be utilized prior to departure from the States. Effective Oct 1, 1999, this plan will cover family members who are stationed overseas. If you choose to stop deductions while overseas (by completing a DD Form 1172 at PSD), please understand that the plan must be restarted through PSD in order to provide coverage in CONUS once again. CHAMPUS, which provides compensation for medical expenses incurred by family members of active duty, retirees, and their families, offers no dental coverage whatever.

### **Dental Services/Directory - on Installation**

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Appointments		34-956-82-3733/4
Branch Dental Clinic, Rota	Administrative Section	011-34-956-82-3798
Naval Hospital, Rota	Dental Emergencies	34-956-82-3308

### **Family Member Dental Plan**

This plan is not available in Spain.

## **Housing**

### **Housing Overview**

Military Family Housing (MFH) is conveniently located on base about three miles from the main industrial area. For those who choose on-base housing, there are 806 units, comprised of two, three, or four bedrooms.

There are a total of 806, two, three, and four bedroom on-base officer and enlisted quarters. Located on two different sites:

"Las Palmeras" homes are one-story units of Spanish-style brick and masonry construction with covered carports between duplex units. There are 486 officer and enlisted units.

"Las Flores" housing consists of 320 two-story townhouse-type units with community parking lots. These are three and four-bedroom enlisted units.

Housing provides refrigerators, stoves, washers and dryers, microwaves, freezers, wardrobes, kitchen cabinets, transformers, etc. through the partial furnishings program for the duration of your tour at Naval Station, Rota.

Waiting times for houses vary depending upon several factors. Check with the Housing Resource Center upon arrival for current wait periods.

A Housing Resource Center representative meets the Cat B arrival.

Newly arriving members and families are required to attend the Housing Briefing held each Thursday, 1100-1200 in the Family Service Center. This briefing deals with on base and community housing for both single members and members with dependents. If you are not arriving on the Cat B, please ensure you attend the mandatory housing briefing.

#### TEMPORARY LODGING ALLOWANCE

It is your sponsor's responsibility to make reservations for temporary lodging for you. Families are required to stay at the Navy Lodge. If space is not available you must obtain a Certificate of Nonavailability prior to making any arrangements for other temporary housing. Arrangements for boarding pets are the member's responsibility.

The Housing Resource Center maintains a list of approved TLA apartments and hotels, each one of which has an established TLA rate.

Normally, incoming families are authorized a maximum of 30 days of TLA. During this period they are required to aggressively pursue permanent accommodations.

Single individuals (E-5 and below) are normally accommodated in the BOQ or BEQ upon arrival. If space is not available, a Statement of Nonavailability must also be obtained prior to making any arrangements for temporary accommodations.

There is a maximum daily amount of TLA that is authorized and is dependent upon the member's rank and family composition. Any expenses in excess of the daily maximum are the responsibility of the member. The Personnel Support Detachment can advise you on the maximum amount that applies to those you are sponsoring.

An application for housing DOES NOT have to be sent in advance. If members apply within 30 days of

arrival they will (normally) receive the date of detachment from the last permanent duty station as the effective date on the waiting list.

#### HOUSING RESOURCE CENTER SERVICES

**Rental Properties:** We maintain an extensive database of homes, apartments, duplexes, etc., available in the surrounding communities. The database is updated weekly to add new listings and remove those that are no longer available. Lists of homes/agents/owners with whom our community cannot negotiate are contained on the Sanction List at the front of each listing book.

**Showing Service:** Two trips are held each workday, one in the morning and one in the afternoon, as well as two trips on Saturday mornings. Community Counselors will make appointments to view selected homes and will take them out to meet the landlord, see the house, and act as their translator (all our Community Counselors are bilingual).

**Furnishings:** The Loaner Furnishings Program provides furniture for temporary use (up to 90 days) while awaiting arrival of household goods. The items available include sofas, dining tables and chairs, lamps, beds, etc.

The Partial Furnishings Program provides items that can be borrowed for the duration of the member's tour. These include washers, dryers, refrigerators, kitchen cabinets, wardrobes, etc. Depending upon inventory, other items such as freezers or microwave ovens, may also be available.

Each individual/family is entitled to a free delivery of furnishings. The Housing Resource Center will also pick up the loaner Furnishings at the end of the tour at no cost. Any deliveries or returns beyond that are the member's responsibility.

**Self-Help:** The Self-Help Store, located in the Las Palmeras housing area, has Hospitality Kits available to anyone in a private lease or on base. These kits are created by the individual and include linens, pots and pans, small appliances, cutlery, etc. They are available for temporary (90 days or less) use.

Also available through the Self-Help Store are transformers for those living on the economy. There are 1,000-, 2,000-, 3,000-, and 5,000-watt transformers available and customers are entitled to borrow a total of 5,000 watts in transformers. These items can be kept for the duration of the tour.

Liaison: For those with private leases, the Community Counselors are available for assistance during the member's entire tour. They can assist in dealing with landlords, referrals to local tradespeople, interpreting/explaining utility bills, arranging for phone service, etc.

The Housing Resource Center is available to answer specific questions from those you are sponsoring via Internet e-mail. The address is:  
housing4@navsta.rota.navy.mil

Information about current entitlements (Overseas Housing Allowance, COLA, etc.) is available at can be found at the web address below.

The Naval Station's homepage can be found at the web address below.

The Navy's PCS House program (good, current info) can be found at the web address below.

Housing's own webpage can be found at the web address below.

Hours of operation:

Weekdays from 0830-1715

Spanish Holidays 0830-1300 and 1400-1715

We are open on most Spanish holidays. However, service is limited due to a small number of employees working. Hours may vary during summer months.

<b>Name:</b> Housing's own webpage
<b>WWW Link:</b> <a href="http://www.rota.navy.mil/housing">http://www.rota.navy.mil/housing</a>

<b>Name:</b> Information about current entitlements
<b>WWW Link:</b> <a href="http://www.dtic.mil/perdiem">http://www.dtic.mil/perdiem</a>
<b>Comments:</b> Information about current entitlements (Overseas Housing Allowance, COLA, etc.)

<b>Name:</b> Naval Station Rota Housing Resource Center
<b>Address:</b> PSC 819 BOX 69
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2398
<b>FAX:</b> (C) 011-34-956-82-2388
<b>Proximity to site:</b> on-base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx. Internet E-Mail: <a href="mailto:housing4@navsta.rota.navy.mil">housing4@navsta.rota.navy.mil</a>

<b>Name:</b> The Naval Station's homepage
<b>WWW Link:</b> <a href="http://rota.navy.mil">http://rota.navy.mil</a>

<b>Name:</b> The Navy's PCS House program
<b>WWW Link:</b> <a href="http://www.housing.navy.mil">http://www.housing.navy.mil</a>
<b>Comments:</b> (good, current info)

## Housing Allowances

For more information on this subject:

<http://www.rota.navy.mil>

Overseas Housing Allowance (OHA) is a special allowance for personnel to offset the high cost of housing. Upon completion of your final arrival TLA, bring your housing contract/lease and your OHA certification to be stamped and signed by the Housing Office prior to dropping off at the Customer Service Counter at Personnel Support Detachment (PSD) for processing. In addition to this, there is a Move-In Housing Allowance (MIHA) - a one-time entitlement for members who move into the local economy. Its purpose is to offset the cost of making your new home livable (i.e., paint, curtains, telephone, transformers, etc.). The amount of OHA and MIHA is based on the local exchange rate on the date you occupy your apartment or home. Peseta rate changes constantly and this will affect OHA and MIHA rates. For information on rates, you can contact your local Housing Referral Office for a copy of their PCHouse Program on Rota, Spain, or you can find the most current information accessing the web site address below and also above this page.

## Housing Allowances

Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:	
Rates and Allowances Home Page	<a href="http://www.dtic.mil/perdiem/rateinfo.html">http://www.dtic.mil/perdiem/rateinfo.html</a>
Basic Allowance for Housing	<a href="http://www.dtic.mil/perdiem/bah.html">http://www.dtic.mil/perdiem/bah.html</a>
Overseas Housing Allowance	<a href="http://www.dtic.mil/perdiem/allooha.html">http://www.dtic.mil/perdiem/allooha.html</a>

## Government Housing

Housing Welcome Center

Telephone..... : 2398 Hours..... :  
0830-1715

BOQ Billeting Office

Telephone..... : 1750/1751 Fax: 1754

BEQ Central Billeting Office Telephone.....  
: 2460 Fax: 1748

## Community Housing

Housing Resource Center

Telephone..... : 2398 Hours..... :  
0830-1715 Comments..... : House hunting  
appointments are available on Saturdays (0830-  
1230).

The Housing Resource Center has been set up to assist you in your search for an off-base residence. It maintains current rental listings much like those in your local newspaper. They will assist you by setting up appointments with landlords, providing transportation to those appointments and assisting with the lease. Dollar costs shown are approximate. Actual costs vary by location, fluctuation of the dollar/peseta exchange rate, type of housing (apartment, townhouse, single unit dwelling, etc.) and amenities.

Off-Base Housing	Deposit	Rent
IBR.....	\$417	\$417
2BR.....	\$547	\$547
3BR.....	\$729	\$729
4BR.....	\$963	\$963

<b>Name:</b> Naval Station Rota Housing Resource Center
<b>Address:</b> PSC 819 BOX 69
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2398
<b>FAX:</b> (C) 011-34-956-82-2388
<b>Proximity to site:</b> on-base
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Utilities

Utilities:

Utilities average 15,000 pesetas per month which, depending on the rate of exchange, is between \$90-\$140 per month. Utilities are electricity, water, and butano gas.

Gas is usually not centralized, but is obtained by connecting one or more butano bottles to gas lines. Butano bottles cost just under \$10.00 and will last anywhere from one week to one month, depending on their usage.

Local economy electricity is 220 volt 50 hertz, and is expensive. There is a monthly recurring utility and maintenance allowance for members who pay for utilities separately (which is usually the case).

Telephones:

Telephone service is available through the Navy Exchange (NEX) for on and off-base residents. Off-base residents can have a phone installed along with their account through NEX for 14,000 pesetas (approximately \$100). On-base residents can have a phone installed in their on-base home for approximately \$23, or the equivalent to the first month's service fee.

## Relocation Services

### Relocation Services Overview

#### ADJUSTING TO THE OVERSEAS MOVE

The overseas move represents one of the most significant stresses encountered by personnel. As with any major change, it is normal to experience a period of adjustment beginning anywhere from three to six months before the move until about six to twelve months after. This adjustment usually occurs regardless of the number of prior moves experienced.

Individuals experiencing this adjustment may note some or all of an array of symptoms. These reactions vary in severity but are usually mild to moderate and rarely result in serious dysfunction. Fluctuations of mood, irritability, or depression are common. There may be either insomnia or a greater need for sleep. Energy levels may go down and appetite can increase or decrease depending upon the individual's characteristic reaction to stress. Faced with a new language and new cultural norms, some people will experience a decrease in self-confidence. In this setting, even the most mundane tasks of daily living must be mastered again. Additionally, attitudes toward host country nationals may fluctuate from initial curiosity to dislike or even suspicion. During this part of the adjustment process, some experience a reluctance to venture outside the home or work environments.

Children usually adjust more quickly than adults; three to six months after arrival may be sufficient for them. Symptoms of adjustment stress usually vary according to the age of the child. For pre-school children, regressive behaviors are the norm. These may include nocturnal or daytime wetting or soiling in the previously toilet-trained child, an increase in clinging or whining, greater need for reassurance, and/or increased fears, especially at night. They may also develop bad dreams. For school age children, reactions may involve an increase in physical complaints just before school time, "school phobia," and/or an increase in difficulties with teachers or peers. Negative behavior at home, including an increase in sibling squabbles, can occur. Complaints about some or all aspects of the new environment along with statements about wanting to return to the old home (which may be idealized) are not uncommon. Angry accusations may be directed at parents. Generally, children will have little insight into the origins of their behaviors, which, contrary to many parents' first reactions, are not conscious responses. Rather, they are an age-appropriate means of expressing real discomfort.

Teenagers are more likely to experience symptoms similar to those of adults. They are not likely to experience regression, although provocative, negative, or complaining behaviors are possible. Acting out can occur and may involve flouting of limits or even local laws. Teenagers are also likely to experience depression or irritability although this may present itself as an "attitude," sullenness, or social withdrawal.

In families, all members will undergo some degree of adjustment at roughly the same time. Thus, not only

will individuals react to the external aspects of a move, but they also react to each other. Parents, faced with burdensome regressive or negative behaviors, or "guiltogenic" complaints, can experience anxiety, bewilderment, anger, or guilt. Children and adolescents will react to their parents, while at the same time having little insight into their own behavior. Needless to say, the result can be a real potpourri of distress.

Adapting to stress: The first principle for dealing with relocation stress, is anticipation and understanding. The symptoms described, when mild to moderate in degree, are normal and transient. Knowing that all family members will have at least a few of these symptoms and that they are time-limited can ease anxiety and help reduce family problems. Talking about these reactions in an open, non-judgmental manner can foster a family atmosphere of mutual support. Realizing that a child's contentious or regressive behavior is, in fact, his/her way of dealing with stress can help moderate an angry, punitive reaction on the part of the parent. Firm limits must be set for any age child, but a willingness to explore the child's feelings about the move can determine the effectiveness of those limits and the length of time for resolution of the adjustment. Parental or spousal guilt in the face of angry complaints is often difficult to handle. It may result in defensive anger, withdrawal on the part of the accused, or in a relaxing of limits. The move is a fact not easily reversed, and all family members will adjust given the time to do so.

Some people find it useful to learn ahead of time as much as possible about the new country, the base, and school. Such an approach not only helps rationalize sometimes errant expectations concerning the new home a source of considerable stress when expectations are very different from the actuality but can also help foster a sense of active mastery of one's new environment. This sense of mastery can go a long way to neutralizing feelings of decreased self-confidence.

There are a number of other effective methods of coping with moving overseas (and with virtually any other stress). Probably the most important is regular exercise. Regular exercise, consistent with one's state of health and conditioning (trying to become a marathon runner after years of sedentary existence is neither wise nor sustainable!), at least three times weekly, can reduce anxiety. It can also help regulate sleep, improve self-esteem, and moderate appetite.

Some adults adapt to stress by overwork, especially those who are "workaholics." Such a strategy rarely decreases stress. Regular hours, use of leave, and R&R are all adaptive tools and should be used. There are many self-relaxation techniques ranging from self-hypnosis to use of relaxation tapes and meditation. All are helpful when used regularly. For those who must "have something to do," pursuit of a hobby not connected with work can be helpful.

Use of medication or drugs: In Spain, it is easy to obtain medications without prescription and some turn to tranquilizers and/or alcohol in an attempt to control unpleasant symptoms. Such self-medication is fraught with danger and runs the risk of addiction. Simultaneous use of tranquilizers and alcohol is especially dangerous since both drugs are central nervous system depressants. The effects are additive, and unintentional overdose may be fatal. Tranquilizers and alcohol also cause clinical states of depression.

Regular use of tranquilizers can impede one's adjustment to a new environment. Contrary to popular opinion, most people function best when under some stress. Discomfort and mild anxiety are, in fact, powerful motivators in bringing about adaptation and change. Chemical removal of these stimuli can prolong adaptation and increase the likelihood of continued self-medication. Additionally, alcohol is a poor tranquilizer because it is rapidly metabolized and is toxic to all tissues. Its use can result in disrupted sleep, "rebound" anxiety after the drug wears off, and, of course, hangovers the following day, which disrupt one's ability to adapt or work.

Despite use of coping methods and the avoidance of self-medication, a few individuals will have more serious difficulties adjusting to the overseas move. In determining the need for intervention, the degree of distress and dysfunction are the most important considerations. The NFSC counseling division can assist with individual, couple, or family counseling to help address adjustment to the new duty station. Individuals who experience panic attacks or significant and consistent depression for more than two weeks, for example, or who are unable to meet the minimum daily demands of work, family, or home for any reason should seek consultation with a medical professional.

<b>Name:</b> Navy Family Service Center Counseling Programs
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Relocation Assistance

Items tend to mildew if your off base quarters are not air conditioned. The use of a dehumidifier is strongly recommended, however they are not easily obtained in Spain. Be sure to include the following items in your express shipment: one complete set of dishes, cooking utensils, enough clothing and linen for family members to live up to sixty days if necessary. Hospitality kits are available at the Self Help located in the housing area. It is important to realize that Spain runs on 220 volts/50 cycles of electricity as opposed to the stateside 110 volts/60 cycles. Military installations run on 110 volts/60 cycles, but if you reside off post you will need to buy transformers. A limited supply is available through the household furnishings office. If you own major appliances you may consider storing them in the states as the base housing is equipped with appliances and the household furnishings office has appliances available for those living off base. The temperatures drop during the winter months enough to warrant purchasing heaters for off base housing. Most families are able to purchase butano (butane) heaters from others who are PCS'ing. Gas heaters are recommended over electric heaters due to the problem of converting the power and the high costs of electricity.

Relocation Assistance Program (RAP) services offered by Navy Family Services worldwide:

Pre-Move Planning Assistance

Worldwide Base Information (SITES Booklets)

Welcome Aboard Packages

Welcome Aboard Video Library (limited areas)

Spouse Employment Assistance Program

Intercultural Relations Workshop

Sponsor Training

## Smooth Move Workshop

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709

## In Transit Emergencies

Contact your sponsor or the Admin section of your receiving command via letter or telephonically to inquire about reporting procedures. Each command or department has its own reporting procedures.

<b>Name:</b> Personnel Support Detachment
<b>Address:</b> PSC 819, Box 48
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (c) 011-34-956-82-3011
<b>FAX:</b> (C)011-34-956-82-3092

## Financial Preparedness

"Improperly screened Sailors are more likely to arrive at overseas assignments unprepared and unequipped for the unique challenges of duty overseas. Sailors and their families are challenged to adapting to new culture, cope with limited or different housing and support services, and must possess the financial health and skills necessary for living abroad." This quotation was taken from NAVADMIN 284-95, a "Personal for Commanding Officers, Commanders and Officers in Charge" released by the Chief of Naval Operations.

The Command Financial Specialist for Rota requires you to see your Command Financial Specialist prior to accepting orders for overseas. Take a hard look at your financial situation. Two critical areas you and your financial specialist need to assess are: debt-to-income ratio and overall financial status.

When evaluating debt-to-income ratio, no more than 20% of a family's take-home pay should be going to pay debts (home mortgages are not included). When screening for an overseas assignment, this ratio should be calculated using one income only. Recent data and research have shown that if a Sailor has more than 25% of take-home pay going to credit and loan payments, the likelihood of early return increases significantly.

To evaluate your overall financial status, have an anticipated budget generated for the new duty station. Not only is debt a major concern, but to survive in today's complex marketplace, you must be aware of your spending patterns, anticipated overseas income and living expenses. Use your Command Financial Specialist to assist you in determining your financial status and produce an anticipated budget for the overseas assignment.

**TEMPORARY LIVING EXPENSES.** Your sponsor is responsible for Temporary Lodging arrangements for you and your family. If you do not hear from your sponsor, call your prospective command. Temporary Living Allowance (TLA) is based on your family size and the rate of exchange between the Spanish peseta and the U.S. dollar. This exchange can fluctuate bi-monthly. Families are entitled to a higher amount based on family size and ages of family members.

Lodging is limited to \$90.00 per day, with meals and incidentals limited to \$70.00. The Navy Lodge is the only on-base facility that is available for temporary lodging. Additional temporary lodging facilities are available on the local economy. You should not have to spend any money out-of-pocket for these facilities.

If you bring a pet, separate arrangements must be made for the animal. This expense is not covered by the government, and must be made out-of-pocket. MWR has a kennel located on the base.

**SPECIAL EXPENSES.** The average Navy family will spend about \$1,300.00 in out-of-pocket non-reimbursable expenses with every move. When moving overseas, these up-front expenses can be minimized to some extent by future planning and saving.

**COST OF LIVING.** The Navy tries to compensate you for the high cost of living expenses incurred overseas. This non-taxable compensation is called Cost of Living Allowance, or COLA. There are no set COLA table figures included in this packet.

COLA is first based on whether you have command sponsored family members, or you are single. If you have command sponsored family members, you will receive full entitlement regardless if you live on base or within the local community. Single Sailors authorized to live off base will receive the full single entitlement, while those residing in the barracks will only receive 47% of the single rate. Other factors taken into consideration when figuring COLA are

years of service and number of command sponsored family members.

The COLA index is based on the rate of exchange between the Spanish peseta and the U.S. dollar. This rate is evaluated on a two week basis, and could change monthly. You can expect your pay checks to fluctuate on a monthly basis.

**INITIAL HOUSING COSTS.** If you decide to live within the local community, you will need to pay your first month's rent and a security deposit. The security deposit is usually an additional month's rent. All rent is paid in Spanish pesetas. For more information on average rents, see the Housing section of this packet.

Prior to transferring from a duty station, married Sailors or Sailors with sponsored family members are authorized to receive advance Dislocation Allowance. This allowance is commonly referred to as DLA. Single Sailors are entitled to DLA provided they shipped household goods to the new duty station, and are granted permission to live off base. Dislocation Allowance is the equivalent to two and a half months Basic Allowance for Housing Type I BAH I.

If you receive your DLA in advance, the best advice is to bank it. Use it to assist you in setting up your new household in Spain.

**UTILITY COSTS.** Billing cycles in Spain are quite different from those in the United States. The most notable is that you are billed once every two months. There are typically three types of utility bills you could pay while living in Spain; they are: telephone, electric, and water/garbage. The electric and water bills can sometimes be negotiated in with the rent. Most choose to pay these bills separately, mainly due to an additional utility allowance the government pays you.

This additional utility allowance also fluctuates with the peseta exchange rate. You are only entitled to this allowance if you reside off base and are paying for your utilities. There are two rates - one for single personnel and one for personnel with family members. To find out what the current rate is, check with the local disbursing office.

**TELEPHONES.** Telephone service is available through the Navy Exchange (NEX) for on and off-base residents. Off-base residents can have a phone installed along with their account through NEX for 14,000 pesetas (approximately \$100). On-base

residents can have a phone installed in their on-base home for approximately \$23, or the equivalent to the first month's service fee. Usage costs are very reasonable. You will be charged for local calls, but the rates are very cheap.

All on-base houses are equipped with phones. The monthly base rate is around \$25.00. Most homes in the local area are not equipped with phones. Long distance service to the US is available through many avenues. All major US long distance companies have local access. You may choose to use a "Call-Back" service, however you must have a phone. Additionally, you may choose to use the Spanish telephone company.

Cellular phone service is also available. Initial costs are more than the United states. Initial hook-up fees run about \$25.00. However, the phones will cost you \$150.00 - \$250.00. There is an additional charge for phone usage as well.

**ELECTRICITY.** Electricity is moderately expensive in Spain. There is no hook-up fee or deposit required. The main reason for the cost is that houses are not routinely built with any central ventilation systems, for heat or air, and are poorly insulated. In fact, 95% of the homes in Spain are built using brick, mortar, and are of mason type construction. Additionally, houses are limited to a total consumption of 5,500 watts. That's not too much when you add in a hair dryer, coffee maker, and a US built dryer. It adds up very quickly. If you decide to use electric space heaters in the winter, you can easily double your electric bill.

Most families in the area have expensive electric bills in the winter. Mainly due to heating and clothes-drying requirements. In the summer, houses typically stay cool, due to construction, and people tend to air dry clothes.

**WATER AND GARBAGE.** Water and garbage fees are inexpensive. The typical usage bill for the entire area is around \$30.00 a month. If you use a lot of water, the bill can escalate.

**AUTO INSURANCE.** Full coverage auto insurance is expensive in Spain. There is only one US carrier, the rest are Spanish or European. The discount age in Spain is 27. Local insurance premiums are one year in length, and most companies require payment-in-full before issuing a policy/coverage.

Some local companies offer good premium discounts if you can prove you were fully insured in the states.

A letter from your stateside insurance agent will do. This letter, on company letterhead, should state the level of coverage carried and period covered (the longer the better). The bottom line is: If you want to drive your vehicle in Spain, you must have auto insurance.

If you are planning to bring a new or used vehicle to Spain that you are still paying on, check your contract. Most banks and finance companies (Ford Motor Credit, GMAC, Toyota Motor Credit, etc.) will not let the vehicle leave North America without their written permission. If you decide to bring the vehicle without their permission, most of these companies will make you pay for loan insurance. In other words, the car loan you acquired at 6% to 8% could skyrocket to 15% to 18%, and significantly increase your monthly payments. While on the subject of automobiles.... please read carefully the Installation Regulations section of this SITES regarding the importation of vehicles to Spain. You are only allowed to import one vehicle per set of orders.

If your finance company will not grant you permission to take the car, you still have two options. You can sell it, or try to refinance it through a credit union. Since credit unions are member owned, they typically will let you take the car anywhere you are stationed.

**AVAILABLE ASSISTANCE.** A well prepared financial plan should help you to avoid the need for additional assistance. However, despite all your planning, there are circumstances that are beyond your control. For such circumstances, the Navy-Marine Corps Relief society is available for assistance.

In addition to the normal outstanding service provided by the Navy-Marine Corps Relief Society, they offer financial assistance for your first year auto insurance premium, on a need basis.

**BANKING FACILITIES.** There is only one U.S. facility available - the Navy Federal Credit Union. There is no requirement that you have a Navy Federal account - many keep their current stateside bank or credit union. The NEX, Commissary, and Personnel Support Detachment (for peseta purchases) will accept checks from stateside locations.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Exceptional Family Member Program (EFMP)

Program Coordinator Location..... : Hosp  
(Bldg 1802) Telephone..... : 3481  
Hours..... : 0800-1630

<b>Name:</b> US Naval Hospital Rota (EFMP)
<b>Address:</b> PSC 819 BOX 18
<b>City:</b> FPO, AE 09645--2500
<b>Phone:</b> (C) 011-34-956-82-3481
<b>FAX:</b> (C) 011-34-956-82-3306
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Household Goods In-Bound Shipments

This information is designed for military personnel, civilian employees, and their family members who are preparing for shipment of household goods. It is based on entitlements found in the Joint Federal Travel Regulation (JFTR) and the IT'S YOUR MOVE booklet by the American Forces Information Service, Department of Defense.

Generally, the Permanent Change of Station (PCS) and arrangement of household goods begin once the service member receives his/her orders. Specific arrangements for personal property shipments will be made by your local transportation office. Each pay grade has its own weight allowance, which is the maximum weight that can be moved at government expense under JFTR. The allowance includes the weight of household goods and unaccompanied baggage shipped and/or placed in storage. Anything that exceeds the maximum weight allowance must be paid for by the service member.

Ruling of the SOFA between the Kingdom of Spain and the United States stipulates members of the U.S. military and civilian employees, arriving in Spain for duty, are authorized to import personal property shipments free of all types of Spanish duties. The property must arrive in Spain within six months from the initial date of arrival of the military member, civilian employee or dependents. Inbound

personal property shipments consigned to Rota are handled by the Personal Property Office of Naval Station, Rota for delivery to on-base housing or any location in the Rota, Chipiona, San Lucar, Puerto de Santa Maria, Cadiz or Jerez area. You are entitled to a move from off base housing upon receipt of a notice that government housing is available. Once you have moved to government housing, you are entitled to one shipment of household goods to non-temporary storage in the States for excess furniture and other items (active duty military only). Application must be made within 30 days of moving in.

Doors to most Spanish homes are narrow so you must ensure that the furniture or appliances you are shipping are not too big or bulky. It is not recommended to bring king-size beds or waterbeds. Do not bring appliances such as refrigerators, stoves, washers, and dryers as the Housing Office supplies these. American TVs cannot be used off base. Multi-system is required. For those who collect alcoholic beverages (wines/liquors), it is suggested that they be left in storage in the States as alcohol is neither authorized in household goods shipments to or from Spain.

Personal Property: Location..... : Bldg 268  
Telephone..... : 2419/1622  
Hours..... : 0830-1600  
Comments..... : Limited service on Spanish holidays. Normal service on U.S. holidays.

### Household Goods Out-Bound Shipments

Personal Property Office: Location..... :  
Bldg 268 Telephone..... :  
2419/1623/1624/1627 Hours..... : 0830-1600  
Comments..... : Limited service on Spanish holidays. Normal service on U.S. holidays.

### Household Goods Claims

Naval Legal Service Office (NLSO):  
Location..... : Legal (Bldg 521)  
Telephone..... : 2534 Hours..... : 0830-1600  
Comments..... : Limited service on Spanish holidays. Normal service on U.S. holidays.

### Household Goods Weight Allowances

Check with your Transportation Office.

### Household Goods Weight Allowances

<i>Grade</i>	<i>Allowance w/Dependents</i>	<i>Allowance wo/Dependents</i>
E1	5000	1500
E2	5000	1500
E3	5000	2000
E4	7000	3500
E5	9000	7000
E6	11000	8000
E7	12500	10500
E8	13500	11000
E9	14500	12000
W-1	12000	10000
W-2	13500	12500
W-3	14500	13000
W-4	17000	14000
O-1	12000	10000
O-2	13500	12500
O-3	14500	13000
O-4	17000	14000
O-5	17500	16000
O-6+	18000	18000

### POV In-Bound Shipments

One non Spanish manufactured POV may be shipped and imported into Spain free of all duties. Motorcycles count as your POV. They may not be

shipped as household goods. The vehicle must be for the exclusive use of you and your dependents' and it must be imported within six months of your arrival in Spain. In addition to the imported vehicle, you may own and maintain one Spanish manufactured vehicle purchased in Spain in accordance with special

provisions and free of the Spanish value added tax. Your Military Traffic Management Command Office will give you detailed information on shipping POVs to Spain. Because unleaded gasoline is available both on and off base, removal of the catalytic converter is NOT required.

POV Processing Office Location..... :  
Supply Compound Telephone..... : 2422  
Hours..... : 0830-1600  
Comments..... : Limited service on Spanish  
and American holidays.

### **POV Out-Bound Shipments**

**VEHICLE PROCESSING CENTER (Location and Hours)**

The Vehicle Processing Center (VPC), Naval Station Rota, is located behind the Supply Department warehouse (bldg 55).

POV's are accepted for shipment on an appointment basis Monday-Friday, between the hours of 0900-1130. The telephone number for the VPC is DSN 727-2422 or COM within Spain 956-82-2422. Advance shipping documentation and scheduling of appointments with the VPC can be obtained by contacting the Vehicle Processing Center. All paper work must be completed prior to scheduling an appointment.

### **SMOOTH MOVE & SPONSOR TRAINING WORKSHOPS:**

The "Smooth Move" workshop held on the LAST Thursday of every month at the Family Service Center provides valuable information regarding the shipment of your POV.

"Sponsor Training" held at the Family Service Center on the FIRST Thursday of every month includes valuable information concerning the POV shipment process to help individuals designated as "Sponsors" to better carry out their duties.

### **REQUIREMENTS AND RESTRICTIONS:**

Each customer is authorized to ship one standard size POV, such as a sedan, pickup, truck or van. POVs in excess of 800 cubic feet (length X width X height) are "oversized" and will incur additional shipment charges.

Contact the Vehicle Processing Center for eligibility requirements to ship a Foreign-Made POV.

### **PREPARING A POV FOR SHIPMENT:**

Make an appointment for vehicle turn-in.

Clean the POV's interior/exterior (including the undercarriage, engine compartment & tire well).

Remove all high value items and excess property. Only items considered to be normal vehicle tools such as a jack, lug wrench or spare tire may be left in the vehicle. Catalytic converters and car seats may also be shipped in the vehicle. Remove radios, cassette decks, CD players and other items not permanently mounted.

Ensure the POV has no more than 1/4 tank of gasoline. POVs that use diesel fuel can be shipped with 3/4 tank or less. (The VPC does not have facilities to drain gasoline and will not accept POVs for shipment that have more than these amounts.)

Check out with the Vehicle Registration section in Security and obtain a "drive out" authorization letter.

When turning in the POV for inspection and shipment, have it washed with the high-pressure water hose at Pest Control, Building 248 located at Ave. V and Cabrera Street (between the hours of 0830-1200).

### **DOCUMENTS REQUIRED FOR POV SHIPMENT:**

Bring the following documents to the VPC when turning-in a POV:

Five copies of PCS orders

Drive-out letter from Vehicle Registration

Sticker from Pest Control

3 copies of a Power of Attorney (issued by Security); if anybody other than the member is turning in the vehicle.

### **CATALYTIC CONVERTERS:**

If the vehicle requires a catalytic converter which is not currently installed, the customer will have 30 days from the day the vehicle is picked up at the destination (CONUS) to reinstall the catalytic converter. Proof of installation must be submitted to the EPA.

### **ALTERNATE PORTS:**

The authorization for shipment of POVs is only to the port closest to the member's current or next duty station. Members may select an alternate port but must pay any additional transportation costs that exceed their basic entitlement.

### **PICKUP AT THE PORT OF DEBARKATION:**

Be aware that the POV must be picked up within 45 days from the time it arrives at the POD. Failure to do so could result in commercial storage at the customer's expense.

### **CUSTOMER SATISFACTION:**

If for any reason you are not satisfied with the service received at the Vehicle Processing Center, please feel free to call any of the following:

Household Goods/POV Officer.....1626

Supply Transportation Officer.....2790  
 Supply Operations Officer.....2967

While shipping a POV can create anxiety, personnel at the VPC will do everything possible to help make your POV shipment a smooth and easy process. There are three steps that we recommend you follow:  
 Visit the VPC in advance  
 Plan ahead for your appointment  
 Call if you have any questions

POV Processing Office Location..... :  
 Supply Compound Telephone..... : 2422  
 Hours..... : 0830-1600  
 Comments..... : Limited service on Spanish and American holidays.

### POV Claims

Naval Legal Service Office

Location..... : Bldg. 521  
 Telephone..... : 82-2531  
 Hours..... : 0830-1600  
 Comments..... :

### Pet Boarding/Kennels

Location: The MWR Kennel Klub staff takes great pride in the care they provide for your pet(s). Services from the 26 kennel facility include feeding, walking, kennel cleaning, flea and tick dips and lots of loving.

Vaccinations: Current vaccinations required for dogs include: rabies, distemper and coughguard (bordatella). Current vaccinations required for cats include: distemper, feline leukemia and rabies. Animals with vicious tendencies will NOT be boarded. NO EXCEPTIONS! The Kennel Klub has contracts with local civilian veterinarians for emergency care.

Rates: Rates at the Kennel Klub are based on whether the owner provides food for pets and kitty litter (for cats), or whether these supplies are provided by MWR. It is also dependent upon how many pets are being boarded.

Owner Provides Food/Kitty Litter MWR Provides Food/Kitty Litter

Daily Rate/Weekly Rate      Daily Rate/Weekly Rate

1 Pet \$ 6.00/\$42.00	\$ 8.50/\$ 59.50 2 Pets
\$10.00/\$70.00	\$14.00/\$ 98.00 3 Pets
\$14.00/\$98.00	\$18.00/\$126.00

Dogs and cats cannot be boarded together in the same kennel.

Reservations: Reservations at the kennel klub for a week or more require a prepayment of one week's fee for the total number of animals to be boarded. All PCS reservations for pets of incoming personnel are automatically made for a period of thirty days to permit time for house hunting.

Required Documents: All personnel who board their pets at the Kennel Klub must provide a copy of their pet's medical record, including the current shot record.

Cancellations: If you are unable to keep your reservation, please notify the Kennel Klub staff at 82-2836.

Pet Dips: All boarded pets receive flea and tick dips free of charge if requested, but not more than once monthly. Flea and tick dips are available for a cost of \$3.50 per pet. No appointment is needed as these are done on a walk-in basis (weather permitting) on the following schedule: All pets are done between 1300 and 1700 Monday - Saturday. Cats are only done if there is a VERY SEVERE infestation.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-2836
<b>FAX:</b> NA
<b>WWW Link:</b> <a href="http://www.angelfire.com/ny/kennelqueen/index.html">http://www.angelfire.com/ny/kennelqueen/index.html</a>
<b>Comments:</b> DSN prefix for Rota is 727-xxxx. BLDG. 1880 Hours: M-F 0800-1700; SAT. 1000-1800; Closed Sundays and U.S. Holidays

### Pet Licensing

Pets being shipped to Spain: Pets younger than 3 months require a health certificate. Pets 3 months or older require a health certificate issued not longer than 10 days prior to departure and a rabies inoculation certificate issued at least 30 days and not more than 12 months prior to departure. All animals are subject to examination by the Customs

Veterinarian. Clearance of animals may be delayed after working hours and on weekends.

## Pet Quarantines

No quarantines in Spain.

## Veterinary Services

Base Veterinary Clinic

Hours..... : 0830-1630  
Mon/Tues/Thurs/Fri Wed: open  
1300-1630. Closed daily 1200-  
1300. Comments..... :

The Naval Station has one US Army veterinarian whose primary mission is food hygiene and safety. Pet care is a secondary function which is provided within time and equipment limitations.

The Veterinary Clinic has the microchip pet ID available to identify pets. The clinic provides this microchip and implantation; the fee for the implantation procedure is \$10.00.

<b>Name:</b> U.S. Army Veterinary Treatment Facility
<b>Address:</b> PSC 819 BOX 55
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3149
<b>FAX:</b> NA
<b>Comments:</b> DSN Prefix for Rota is 727-xxxx.

## Pet Transportation

There is no quarantine in Spain.

Pets are defined as cats and dogs only.

1. General information (Applicable to both AMC and Commercial flights)

The sponsor is responsible for complying with all required documentation, immunization, and border clearance requirements and should be prepared to pay any necessary fees to obtain them.

All pets require a health certificate stating that the animal is in good health.

A current rabies vaccination is required for all pets three months of age or older (pets less than three months of age are too young to be vaccinated against rabies). The rabies inoculation must be issued at least 30 days, but not more than 12 months, prior to departure date. It is important that the rabies

certificate includes the manufacturer's name and serial (lot) number of the vaccination. Additionally, an U.S. Veterinary Health Certificate and a Spanish translation of this certificate are required for each pet.

Health Certificates:

An U.S. Veterinary Health Certificate and Spanish translation is required for each animal. This certificate can be obtained from a civilian or military veterinarian (if a civilian veterinarian is utilized, he/she must be USDA accredited and the health certificate must be on an USDA approved form, generally Form APHIS 7001). This health certificate must also be translated into Spanish.

It may be easier to process all paperwork through a military veterinarian as they are usually more familiar with the exportation requirements of foreign countries and have easier access to this information. Additionally, a stateside military veterinarian can provide you with both an U.S. Veterinary Health Certificate (does not have to be an USDA form if coming from a military veterinarian) and a Spanish translation of this certificate.

Please note that there are time restrictions on the Health Certificate. The U.S. Health Certificate is only good for 10 days; you must PCS with your pet within the 10-day period.

Please note that there are time restrictions on the Health Certificate. The U.S. Health Certificate is only good for 10 days; you must PCS with your pet within the 10-day period.

2. For Commercial flights only.

Those persons flying commercially to Spain will first need to obtain the health certificate described previously from either a base veterinarian or a private veterinarian. This certificate needs to be on a United States Department of Agriculture (USDA) approved form. Once this health certificate has an USDA stamp, it must then be brought (or sent) to a Spanish Consulate for certification. The following addresses and telephone numbers have been provided for ease in locating the consulate nearest you.

## SPANISH CONSULATES IN THE UNITED STATES

Consulate General of Spain in Boston  
545 Boylston St., Suite 803  
Boston, MA 02116  
Telephone: (617) 536-2506/7  
Fax: (617) 536-8512

Consulate General of Spain in Houston  
1800 Bering Dr., Suite 660  
Houston, TX 77057  
Telephone: (713) 783-6200/05/14  
Fax: (713) 783-6166

Consulate General of Spain in Chicago  
180 N. Michigan Ave., Suite 1500  
Chicago, IL 60601  
Telephone: (312) 782-1588/1589  
Fax: (312) 782-1635

Consulate General of Spain in Miami  
2655 Le Jeune Rd., Suite 203  
Coral Gables, FL 33134  
Telephone: (305) 446-5511/2/3  
Fax: (305) 446-0585

Consulate General of Spain in Los Angeles  
5055 Wilshire Blvd., Suite 960  
Los Angeles, CA 90036  
Telephone: (323) 938-0158/0166  
Fax: (323) 938-2502

Consulate General of Spain in New Orleans  
2102 World Trade Center  
2 Canal Street,  
New Orleans, LA 70130  
Telephone: (504) 525-4951/7920  
Fax: (504) 525-4955

Consulate General of Spain in New York  
150 East 58th Street, 30th and 31st Floors  
New York, NY 10155  
Telephone: (212) 355-4080/81/82/85/90  
Fax: (212) 644-3751

Consulate General of Spain in Washington D.C.  
2375 Pennsylvania Ave., NW  
Washington D.C. 20037  
Telephone: (202) 728-2330  
Fax: (202) 728-2302

Consulate General of Spain in San Francisco  
1405 Sutter St  
San Francisco, CA 94109  
Telephone: (415) 922-2995/6  
Fax: (415) 931-9706

Consulate General of Spain in Puerto Rico  
Edificio Mercantil Plaza, 11th floor, 1101  
Hato Rey Puerto Rico 00919  
Enviar correspondencia a:  
Apartado Postal 9243  
Santurce, PR 00908  
Telefono: (787) 758-6090/6142/6279

Fax: (787) 758-6948

You should contact the nearest Spanish Consulate as soon as possibly for fees, changes in requirements, and any additional information you need.

Only as an example:

In 1997 the Spanish Consulate required each dog or cat:

- A rabies vaccination certificate
- A U.S. Veterinary Health Certificate
- A Spanish translation of the health certificate
- A self-addressed stamped envelope (if you are using the mail system rather than visiting the consulate in person)
- \$9.00/animal (bank draft, money order, or cash only)
- no personal checks accepted)

If you are using the mail system, it is recommended that you Federal Express these documents overnight to the Consulate's office (as the Health Certificate is only valid for the 10 days). The Consulate will place the appropriate stamps on the Spanish Health Certificate and mail them back to you. It is strongly recommended that you not mail these documents until you have spoken to a consulate via telephone and verified that these procedures are acceptable to them.

Without the proper import stamps, possible quarantine or denial of entry for your pet(s) could occur.

Kennel requirements for Spain: The MWR Kennel Klub (the only on-base kennel) requires a recent Bordatella vaccination for all dogs prior to admission to the kennels. Also, as kennel space becomes limited during the summer months and holidays, you or your sponsor should call ahead to reserve kennel space prior to PCSing.

Contact your nearest Air Mobility command (AMC) Office and servicing Personnel Support Detachment Transportation Section for detailed requirements on shipping pets to Spain.

The passenger is responsible for following all pet shipment procedures and paying appropriate fees established by AMC and/or any applicable commercial airline. The government does not pay for the transportation of pets.

## **PCS Reporting Procedures**

For more information on this subject:  
<http://www.rota.navy.mil/psd>

## Personnel Support Activity Detachment

Personnel Support Activity Detachment, Rota, representatives meet all personnel arriving on AMC flights at the Rota Air Terminal. Collecting service records and original orders, we begin the inprocessing procedures and hand out check-in cards. Every Friday, we conduct a briefing where travel claims are submitted and overseas entitlements are explained. Visit our Web site above for additional information.

Contact your sponsor or the Admin Section of your receiving command via letter or telephonically to inquire about reporting procedures. Each command or department has its own reporting procedure.

<b>Name:</b> Personnel Support Detachment, Rota, Spain
<b>Address:</b> PSC 819 Box 48
<b>City:</b> FPO 09645--3900
<b>Phone:</b> (C) 011-34-956-82-3011
<b>FAX:</b> (C) 011-34-956-82-3092
<b>WWW Link:</b> <a href="http://www.rota.navy.mil/psd">http://www.rota.navy.mil/psd</a>
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Separation Procedures

Separation in CONUS.

## Billeting

### Temporary Lodging Allowance

TLA is not automatic. In order to be eligible, you or your sponsor must contact the Housing Resource Center for your TLA Ceiling and availability of TLA apartments or hotels. Your sponsor is to make reservations for your TLA accommodations at either the Navy Lodge or BOQ. A certification of non-availability from them is needed before your request for TLA apartments, and if these are not available, hotel accommodations will be made. There are no camping sites on base.

### Travel of Unaccompanied Family Members

Due to the Status of Forces Agreement between the United States and the Spanish Government, unsponsored family members should only be in Spain as visitors. This means they will need a valid passport to enter the country and they can stay no

longer than 90 days at a time. Any visitor staying longer than 90 days must have authorization from the Spanish Government.

Commercial	Travel	Office-SATO
Location.....	:	PSD Building
Telephone.....	:	2034 Hours.....
0800 - 1600		

## Unaccompanied PCS

Bring a copy of your rental contract or mortgage documentation with you so that VHA can be paid based on local rates.

## Support Services

### Support Services Overview

Rota community has support groups for single parents, parents and tots, women's issues, and single sailors that meet on a regular basis.

### Family Centers

The Family Service Center (FSC) is an active contributor supporting the quality of life of the Rota base community. In addition to an effective Intercultural Relations Program and language classes, FSC provides:

Information and Referral Services

Family Advocacy Programs

Family Counseling Programs

Financial Management Programs

Spouse Employment Assistance

Relocation Assistance

Transition Assistance

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232 or 3231
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Information and Referral

The Family Service Center Information and Referral program provides general information about our community, its services, and available resources. In more complex situations, referrals will be made to other agencies which can provide the necessary assistance. We maintain a Welcome Aboard Package Library with over 400 military installations that are available for checkout as well as language tapes in Spanish, French, Italian, Japanese, German, Philippine and Portuguese.

## Financial Assistance Programs

Navy Family Service Center

The Family Service Center offers a two step approach in financial assistance. The first approach is through individual counseling, the second is through education.

We help service members and their families take control of their finances through individual counseling, both reactive and proactive. Counseling dealing with personal financial and debt management is available in one-on-one or family group sessions.

Additional assistance in reading insurance policies, investment opportunities, and long term financial planning is also available in the above formats.

Financial education is provided in two forms. The training is accomplished through a series of General Military Training (GMT) sessions and classroom instruction.

The Center offers the following General Military Training (GMT) sessions:

-Checkbook Management -Personal Budget construction -Credit and You -Debt Management - Building Savings and Investments -Mutual Funds - Car Buying

Classroom seminars are also offered. These seminars cover checkbook management, ABCs of Home Buying, and Auto Buying In The USA. They are available to all members of our Rota community.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Emergency Assistance

Emergency services are available by calling 911 on base or 956-82-2911 from off base locations. Mental health emergencies are handled by the US Naval Hospital Emergency Room at 956-82-3307/3308.

The Family Service Center administers a Safe Haven and Sexual Assault/Rape Prevention and Victim Assistance Program which provides emergency shelter for spouse and child abuse/neglect victims (for Safe Haven), and rape or sexually assaulted victims (Rape Crises).

## Family Advocacy

The Family Advocacy Program (FAP) is a part of the Navy Family Service Center. FAP is responsible for prevention, investigation and assessment, evaluation, and treatment, in cases of child and spouse abuse and

neglect. The focus of the program is to assist clients in connecting with resources to build skills necessary to attain and maintain positive family relationships. Victim safety and support, as well as offender treatment are important components of the program.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 BOX 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix is 727-xxxx.

## Single Member Services

The LIBERTY Program. MWR's Single Service Member Program benefits the single enlisted community, including geographical bachelors, and temporary duty personnel from other duty stations. The LIBERTY Program offers a wide variety of inexpensive activities, programs, and trips. The LIBERTY Program is a dynamic program offering you ways to be involved with the culture as well as life enriching classes and events. Examples are day trips to Ronda, Seville, Gibraltar, local malls, hiking, horse back riding and occasional overnight trips and camping trips. Trips are also planned for local fairs and other Spanish celebrations/fiestas.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2527
<b>FAX:</b> (C) 011-34-956-82-2308
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Support Groups

New Parent Support (NPS): Unfortunately, babies don't come with instructions! Many people begin the job of parenting armed with enthusiasm, high hopes, and parenting skills, yet they may not be ready for the tremendous demands that caring for a young child can impose. The NPS, located at the NFSC can help. NPS is a voluntary, no-cost program for expectant and new parents of the Naval Station, Rota community. NPS is designed to "get families off to a good start." Services include: health education, infant/toddler growth and development information, connections with community resources, prenatal/hospital/postnatal visits and parenting

education (individual/family or video/discussion workshops based on Active Parenting programs). Home visitation is an integral component of NPS allowing team members to tailor services to best meet individual family's needs. The NPS provides parents of children, birth to 48 months, a Parent & Tots play group which meets every Wednesday from 1130-1300 at the Navy Family Service Center (NFSC).

Parent Connection: This support group for parents is organized by NPS. It meets monthly at the NFSC. Please contact NFSC at extension 3232 for dates and times.

The Command Ombudsman program provides liaison and support for spouses with their sponsor's organization. Information may be obtained from the Command Ombudsman representative, Ombudsman Liaison or the CNA/NAVSTA Ombudsman Council Coordinator. You may obtain the current Council Coordinators contact number through the office of the CNA/NAVSTA Command Master Chief Petty Officer, extension 2744 or NFSC, extension 3232.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645--5500
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Morale, Welfare, and Recreation

Recreational services on board Naval Station, Rota include the following:

Arts and Crafts Center - The Arts and Crafts Center offers a full service craft program with a large retail sales floor, work area, ceramic greenware and crafts, and supplies for most craft or art interests.

Auto Skills Program - Consists of the Auto Hobby Shop and Auto Used Parts. The Auto Hobby Shop features the latest equipment in modern technology allowing people to perform everything from a basic oil change to a complete engine overhaul. It has the Mitchell-On-Demand Computerized Automotive Repair System, three lifts, an engine and computer analyzer and a paint booth. Automotive repair classes are available. The Auto Used Parts operation sells used parts for many makes and models of automobiles at a fraction of the original cost.

**Bowling Center** - Bowlers will find automatic pinsetters, a pro-shop, rental lockers and shoes, house balls and plugging and drilling of balls at Rota's 16-lane bowling center. Men's, women's, and mixed league tournaments are held year-round.

**Movies** - The air-conditioned, indoor theater has a 360 seat capacity and operates seven days a week, 364 days a year. A drive-in theater located near the base housing area, shows features on Fridays, Saturdays and Sundays, no admission fees - free.

**Swimming** - Two on-base pools serve the Rota community. One is located in the housing area, and the other is located on the main base, near the Fitness Center. The covered Aquatics Center is open year round and the Housing Pool is open from the end of May through September.

**Golf Course** - Situated on 200 acres, the Captain Jake Dennis Memorial Golf Course is an 18-hole par 72 course, 6,507 yards in length. It features a driving range and golf clubs/pull cart rental. The Golf Course Club House contains a fully-equipped pro-shop.

**Tennis Courts** - There are 10 tennis courts located in several areas around the base.

**Fitness Center** - The Rota Fitness Center is open seven days a week and features a basketball/volleyball court, five racquetball courts, a free weight room, pro-shop and a complete Nautilus Center with state of the art aerobic equipment. The issue room provides equipment such as basketballs, volleyballs, tennis and racquetball equipment. Aerobics classes are held Monday through Saturday and range from traditional floor aerobics to step aerobics. The men's and women's locker rooms are equipped with free daily use lockers and lockers for rent on a monthly or annual basis, coed sauna, steamroom, and jacuzzi.

**Marina** - The Marina is open year-round and is located in the port area. Sailing enthusiasts may rent a variety of sailboats. There are also fishing boats and motors for rent, and camping equipment is also available. Additionally, scuba diving classes are offered year-round.

**Wood Hobby Shop** - Woodworking enthusiasts will enjoy the Wood Hobby Shop which sells wood and other materials and provides a variety of tools and power equipment for customer use. Staff is available to assist personnel with projects, and classes are offered throughout the year.

**Aquatics** - This program has two pools. The Aquatics Center is covered, heated and has locker rooms for men and women. It is open year-round primarily for lap swimming, military training and command PRTs. All of the Learn to Swim Classes and Aqua Jog classes take place at the Aquatics Center. The Housing Pool is open from Memorial weekend through the middle of September for recreational swimming. Both pools can be reserved for command or private functions for a nominal fee. We are always looking for qualified life guards and Water Safety instructors. If you or someone you know has either of these certifications stop by the MWR Personnel Office and drop off a standard form 171 application or OF612.

#### Rota Lanes Bowling Center:

Rota Lanes recently completed a major renovation by installing brand new pinsetters, pin decks, lanes, approaches and seating for the 16 lane center. All lanes are equipped with Ball Wall gutters for bumper bowling. A pro-shop is available for all of your bowling needs.

	Fees	Open Bowling	\$1.65 per
game	League Bowling	\$1.55 per	game
Rental	.75		Shoe

Rota Lanes continuously offers discount bowling throughout the week and on holidays.

#### Rota Golf Club:

This 18 hole golf course is the Mediterranean's best kept secret. The Club pro offers a variety of lessons for all skill levels. Lesson Fees

Mini (20 minutes):	\$15.00	Regular (45 minutes):	
\$25.00	3 Series Lesson:	\$60.00	9 Hole Playing:
\$40.00			

#### Fees

Daily:	\$ 11.00	Twilight:	\$ 6.00	12 Punch
Card:	\$ 84.00	Annual:	\$540.00	Annual Family:
\$700.00	Pull Cart:	\$ 2.00	Electric Cart:	
9 holes \$ 7.00		18 holes \$ 10.00	Rental	
Clubs:	\$ 5.00			

We also have a pro shop with a wide variety of merchandise to cover any golfer's needs.

#### Intramural Sports:

A wide variety of sports programs are offered in conjunction with the Captain's Cup Program. Contact your Command Sports Representative or stop by the Athletic Office located in the Fitness Center Bldg. #44 for detailed program dates and offerings.

#### Rec Rabbit Shuttle Bus:

This service is provided to shuttle base personnel from base housing to various MWR facilities in the Industrial Area. There is a .50 fare per trip. Patrons can purchase a monthly pass at the Fitness Center front desk for \$15.00 per month. Shuttle Bus Hours are: MON-THU: 1600-2200, FRI: 1600-2400 and SAT: 1200-2400.

#### Travel Planning:

The Information, Tickets and Tours Office (ITT) provides leisure travel/vacation information, local day and weekend trips and international tours. Some of our tours include Spanish Heritage tours to Granada, Seville, Cordoba and Ronda; shopping tours for Spanish handicraft such as brassworks, ceramics, paintings and basketry; Cultural tours include, Jerez horse Show, bodega tours, Flamenco shows, and running of the bulls. Some overnight tours include such locations as Portugal and Madrid. Extended international tours are offered to most major cities in Europe. ITT also sells tickets to area attractions and events when available.

#### Special Events:

MWR Special Events offers a variety of activities throughout the year and some of the events are open to the entire community. Examples are the MWR Flea Market, the annual Easter Egg Hunt, The Country Fair, and the Community Christmas Parade.

<b>Name:</b> Morale, Welfare & Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> 011-34-956-82-3101

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-1517/1516
<b>FAX:</b> 011-34-956-82-2308
<b>Comments:</b> Hours 0830-1730

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2268      DSN 727-1530
<b>Comments:</b> HOURS: WED-FRI 1200-2000 SAT 1000-1800 SUN 1200-1800  E-Mail dlloyd@omeganet.es mwr01@navsta.rota.navy.mil

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2433
<b>Comments:</b> Hours: SUN-THU 1100-2400 FRI-SAT 1100-0200

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2112
<b>Comments:</b> Hours: MON-SUN 1100-2200 (Incl. Holidays)

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2129
<b>Comments:</b> HOURS: MON-THU: (open swim) 1600-1900 MON-FRI: (Adult Lap Swim) 0600-0830 & 1100-1330

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> 011-34-956-82-2624
<b>Comments:</b> HOURS: MON-THU 1800-2030 FRI-SAT 1530, 1900, 2130 SUN 1530, 1800, 2030

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> 011-34-956-82-2497
<b>Comments:</b> April 1st - September 30th Mon, Wed-Fri 1200-1900 Sat-Sun 0800-2100  October 1st - March 31st Mon, Wed-Fri 1200-1700 Sat-Sun 0800-1700

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-3212
<b>Comments:</b> HOURS: MON-SUN 1100-2300

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2851
<b>Comments:</b> HOURS: MON 1100-1400 TUE & THU 1100-2400 FRI 1100-0200 SAT 1600-0200 SUN 1030-2400

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2188
<b>Comments:</b> HOURS: MON-SUN: 1100-2200

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> 011-34-956-82-2418
<b>Comments:</b> HOURS: MON-THU: 1200-1900 FRI-SUN: 1100-1700  E-mail is now accessible at the MWR base library via the internet. Patrons may sign up for up to an hour of dedicated time. E-mail is accessible by signing up for one of the "freemail" sites on the web.

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> 011-34-956-82-3101 DSN 727-3101
<b>FAX:</b> 011-34-956-82-2308 DSN 727-2308
<b>Comments:</b> Hours: MON-FRI 0900-1800

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2260
<b>Comments:</b> HOURS: 0800-1930

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> 011-34-956-82-2550
<b>Comments:</b> HOURS: TUE & THU: 1200-2000 WED & FRI: 1200-1600 SAT: 1000-1600

<b>Name:</b> Naval Station Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2836
<b>FAX:</b> NA
<b>Comments:</b> HOURS: MON-FRI 0800-1700 SAT 1000-1800 Sundays and Holidays closed.  DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2527
<b>FAX:</b> 011-34-956-82-2308
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-4252/4721
<b>FAX:</b> (C) 011-34-956-82-1658
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1101 or 1103
<b>FAX:</b> NA
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-4625
<b>FAX:</b> 011-34-956-82-1658
<b>Comments:</b> DSN Prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1115
<b>FAX:</b> NA
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2433
<b>FAX:</b> 011-34-956-82-2308
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.  POC is for "Reflections Catering and Conference Center" and "Champions Sports Club"

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2563
<b>FAX:</b> 011-34-956-82-3838
<b>Comments:</b> HOURS: (Fitness Center) MON-FRI: 0500-2300 SAT: 1000-2000 SUN & US HOLIDAYS: 1000-1800  DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2527
<b>FAX:</b> (C) 011-34-956-82-2308
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Chapel Services and Programs

Catholic Mass Location..... : Bldg 42  
Telephone..... : 2161 Hours..... :  
Sat 1800 Sun 0900 & 1200

Confessions are heard by appointment or 1/2 hour before Mass. For baptism and marriage preparations please contact ext. 2161. Confraternity of Christian Doctrine (CCD) is offered every Sunday at 1030 at the DGF Elementary School. RCIA is held every Thursday at 1900 in the Chapel. Catholic Women of the Chapel (CWOC) meets the third Sunday of each month at 1900 in the Chapel. Catholic Men of the Chapel meet the 2nd Thursday of each month at 1900.

Protestant Services Location..... : Bldg 42  
Telephone..... : 2161 Worship Services and Times... : 1030 Contemporary Worship 1330 Gospel Worship 0800 Protestant Communion

The Protestant Community offers age-group Sunday School Classes and a wide variety of Bible Studies throughout the week to encourage spiritual growth. Both the Protestant Women of the Chapel(PWOC) and Protestant Men of the Chapel(PMOC) are active weekly to provide relationship-building and growth opportunities. Euro SFX (Chapel Youth Group) meets each weekend to care for students grades 7-12. The Protestant Choir, Voices of Praise Gospel Choir and the Contemporary Praise Team enhance the worshipping communities with musical support.

Jewish Lay Service Location..... : Bldg 42  
 Telephone..... : 2161 Hours..... :  
 Fri: 1930 (first Friday of each month)

Church of Christ Lay Service Location..... :  
 Bldg. 42 Telephone..... : 2161  
 Hours..... : Sun 1330

Bible Study meets Tuesday at 1830

## Drug and Alcohol

The U.S. Naval Hospital Rota administers this program.

<b>Name:</b> U.S. Naval Hospital, Alcohol Treatment Facility (ATF)
<b>Address:</b> PSC 819 BOX 18
<b>City:</b> FPO, AE 09645--2500
<b>Phone:</b> (C) 011-34-956-82-3365
<b>FAX:</b> (C) 011-34-956-82-3361
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Legal Assistance

The Naval Legal Service Office (NLSO) Detachment at Rota, Spain provides court-martial criminal defense, military administrative law personal representation, claims and legal administrative law personal representation, claims and legal assistance services. The NLSO is in support of fleet operational readiness through the Naval Legal Service Office Europe # Southwest Asia (NLSO EURSWA) area of responsibility, as assigned by the Commanding Officer NLSO EURSWA. The Rota Detachment has particular responsibility for providing timely and quality legal services to Department of the Navy commands and personnel (as well as dependent family members, retirees and civilians accompanying the force overseas) at U.S. Naval Station, Rota, and throughout the Iberian Peninsula.

NLSO EURSWA Detachment Rota is located in Building 521, on Dalmau del Pino Street, behind the Navy Federal Credit Union. The Office is open for customer service from 0800 to 1700 Monday to Friday, except U.S. federal holidays.

Notarial services (administering oaths, taking acknowledgements, and witnessing signatures) as well as the execution of powers of attorney are performed from 1600 to 1700 each work day. Individuals requesting the preparation of a power of

attorney should obtain and submit the request form in advance, so that the document is ready for execution during the notary hour in the afternoon. People desiring a simple U.S. last will & testament should call to schedule an appointment for out Wednesday will briefings.

<b>Name:</b> Naval Legal Service Office, Europe and Southwest Asia, Detachment Rota
<b>Address:</b> PSC 819 Box 46
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-2531 or 2532
<b>FAX:</b> (C) 011-34-956-82-2082
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Child And Teen Services

### Child and Teen Services Overview

#### YOUTH CENTERS

#### YOUTH ACTIVITIES CENTER

The Youth Activities Center encompasses Jams (Pre-teen Open Recreation), Edge (Teen Open Recreation), Fun House (School Age Care Program) and the Youth Sports Program. It is located on Malaga Street in the housing area next to DGF Elementary and High School. The Youth Center offers many fun and developmental special events as well as Youth Sports program that offers both individual and team competitions. It is affiliated with the Boys and Girls Club of America. The Youth Center is closed on all Federal holidays.

#### SCHOOL AGE CARE

**THE FUN HOUSE** Fun House is a before and after school program for youth in grades 1st - 6th. It is located in the Youth Center and its hours of operation are Monday through Friday 0700-0900 (before school) and 1530-1730 (after school). Fun House fees are based on a sliding fee scale of total family income (annual). This fee can be paid on the first of each month or the cost can be split and paid on the 1st and 15th of each month. This is a direct supervised program that offers a snack in the morning and afternoon and structured activities for the children. The parents of this program must sign their children in and out or have written authorization for someone else to do it. **PRE-TEENS**

JAMS Jams is the pre-teen open recreation program for the youths in grades 1st-6th, located in the Youth Center. Jams is open Monday through Friday 1530-1900 and Saturdays from 1200-2300. Currently there is no annual membership fee but there are fees for trips and special events. A snack bar is operated during open recreation hours. This is an indirect supervised program where the youth can come and spend some time with their friends. The youth are also allowed to come and go from this program as they wish, without permission from the staff. TEENS

THE EDGE The Edge is the open recreation program for teens in grades 7-12. It is located in the Youth Center and the hours of operation are Monday through Thursday 1530-1900, Fridays 1530-2300 and Saturday from 1200-1800. Currently there is no annual membership fee, however there are fees for trips and special events. A snack bar is operated during open recreation hours. The teens also have the opportunity to check out recreational items. The teens have their own section of the Center for themselves with their own TV and many video and table games. The Teen Activities Council (TAC) meetings provide a chance for teens to participate in the planning and implementation of future trips and activities. On the weekends the teens are able to go on extended field trips or participate in a variety of activities with the planning of the teen programmer.

YOUTH SPORTS The Youth Sports program is responsible for the planning and implementation of all the annual and special sports programs on base for all of the youths ages 6-17. The program includes soccer, football, basketball, Little League baseball, T-ball, softball, All-Navy Fun Run, and the Fun and Fitness Challenge. In addition, many clinics and special sporting classes are held for the benefit of all the youths on base.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4721 DSN 727-4721
<b>FAX:</b> (C) 011-34-956-82-1658 DSN 727-1658

## New Parent Program

Navy Family Service Center New Parent Support Team (NPS).

Are you an expectant parent, or the parent of a young child? Our NPS can help you learn all about

parenting. The NPS can provide assistance and support that you may need throughout your pregnancy and as a parent of a newborn or toddler. The New Parent Support offers:

prenatal/postnatal visits connections with community resources health education growth and development information parenting education parents and tots play group

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 BOX 57
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Child Care Programs - on Installation

### Child Development Program

FACILITIES: NAVSTA Rota's new Center opened in July 1996 and is a beautiful, state of the art facility that is a great place for children. Styled after a Spanish ranch home Cortijo, the Center incorporates the latest features in child development center design to provide for the safety and security of the children in a pleasant setting. The Center has sixteen classrooms. Each room is specially designed to accommodate the appropriate age group. A large variety of quality equipment, materials and supplies are provided to support the classroom programs. Large playgrounds offer a variety of play experiences including a cycle track and village, shaded picnic pavilions, open grass areas and even a huge gothic castle. The Hourly Care Center is located next to the main center and provides many of the same features. NAVSTA Rota's Child Development Centers are accredited through the National Association for the education of Young Children (NAEYC). CURRICULUM: The Center follows a "Developmental Curriculum" which provides a wide variety of age appropriate activities designed to promote the social, emotional, physical and cognitive growth of each individual child. The concept behind our curriculum is that young children learn best by doing. The activities we plan, the way we organize the environment, the toys and materials we select, the daily schedules and the way we interact with the children are all planned to accomplish the goals of our curriculum.

STAFF: Quality staff is one of the most important ingredients of an outstanding child development

program. Our staff is very experienced and very well trained. They are committed to keeping quality care for your child our number one priority.

**PROGRAMS:** The following is a summary of the three different types of care options we offer:

**Full Day Program** Hours: Monday - Friday 7am-6pm Closed on American Holidays

**Fees:** Fees range from \$195 to \$376 per month based on total family income.

**Waiting List:** Due to limited spaces, we maintain a waiting list for some ages. Active duty single parents and dual military families have first priority.

#### Part Day Enrichment Program

A program designed to provide excellent care and the opportunity for the child to experience a variety of activities in a fun learning program.

Hours: DAYS AGE A.M. P.M. Tues & Thurs 3 - 6 9 - 11:30 1 - 3:30 Mon, Wed & Fri 3 - 6 9 - 11:30 1 - 3:30 Fees: 2 Day Program \$32 - \$60 per month based on total family income. 3 Day Program \$48 - \$90 per month based on total family income.

#### Spanish Immersion Program

This part-day program designed to provide the children an active, interesting environment where they will be immersed in the Spanish language. The program follows the same early childhood "developmental curriculum" used throughout the center, only conducted in Spanish to "immerse" the children in the sounds and symbols of the language.

Hours DAYS AGE A.M. P.M. Mon-Fri 3 1/2-6 years 8:30-11:45 1:00-4:30

**Fees** \$85-\$159 per month based on total family income.

#### CDC Fees Based on Total Family Income

Full Day	Full Day	Monthly Fee
Category I	(Up to \$23,000)	\$195
Category II	(\$23,001-\$34,000)	\$238
Category III	(\$34,001-\$44,000)	\$288
Category IV	(\$44,001-\$55,000)	\$327

Category V (\$55,001 and over) \$376

Enrichment Program	2-Day	3-Day	Spanish Immersion
Category I	\$32	\$48	\$80
Category II	\$38	\$57	\$95
Category III	\$46	\$69	\$115
Category IV	\$52	\$78	\$130
Category V	\$60	\$90	\$150

**Registration:** Registration is accepted for any of our programs at the Child Development Center (CDC), building 1963 between 8am-5pm, Monday through Friday. Advance pre-registration is accepted for families PCSing to Rota and expectant families 90 days in advance. Presentation of child's updated shot record, birth certificate or passport, and parents current LES are required at time of registration. Single and dual active duty must present a Family Care Plan.

**Hourly Care Center** The Hourly Care Center is located in building 3166, behind the main Child Development Center.

Hours 9:00 a.m. - 4:00p.m. Monday through Friday. The Hourly Care Center is closed on Federal holidays. Hourly care is limited to 25 hours per week per child. Ages Served: 3 months to 6 years

**Fees:** \$2.00 per hour per child.

#### Registration:

Registration requires the same documentation as regular full-time care. Birth certificate or passport and updated shot record. Parents must leave an emergency number where they can be reached.

**Reservations:** Advance reservations will be accepted up to two weeks in advance. Drop-ins will also be accepted same day with prior registration if space is available. This service may facilitate care during medical and dental appointments.

**Phone Number:** Commercial: 011-34-956-82-2684 DSN: 727-2684

Parents are invited and welcome to visit all aspects of the program offered to assist them in choosing the one most suited to their child's needs.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-1100
<b>FAX:</b> (C) 011-34-956-82-1106
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.  Hours 0830-1730  Child Development Center Building 1963

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3208
<b>FAX:</b> (C) 011-34-956-82-2308
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4203
<b>FAX:</b> NA
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

## Child Care Programs - Community

### Family Child Care Program

Home based care is offered by individuals living in base housing who are certified through the MWR Family Child Care (FCC) program. FCC providers offer flexible hours, full time, part time, or hourly care, extended care for duty days or shift work, care for more than one child in the same family, and before and after school care.

The FCC Program is committed to providing a safe and secure "home away from home" for many children. FCC providers run a developmental program and strive to be professional child care providers rather than just babysitters. Small group size and a family atmosphere are important benefits.

#### Screening of Providers:

FCC providers and their families go through local and national background and criminal checks. They

must go through Occupational Health for a physical and health screening, and all family members must be up to date on shots.

#### Provider Training:

FCC providers must be certified in standard first aid, infant, child, and adult CPR, and they must be certified in food handling procedures. In addition they attend a 35 hour training course prior to certification. Professional training is an ongoing requirement and providers are required to attend monthly training programs which includes the cognitive stages of child development.

#### Quality Control:

FCC providers are monitored by at least one unannounced visit per month by the FCC Director and are inspected annually by the Fire Department and Preventive Medicine Service. In addition, there is an annual multidisciplinary inspection of the FCC program followed by a BUPERS inspection approximately six months later.

#### Hours and Fees:

Because FCC providers operate their own program under Navy and MWR guidelines, they set their own fees and hours.

A program is established to help single parents and dual working families who regularly work extended hours or shift work, have an infant six weeks to 24 months of age, or who have a special needs child afford quality care. Parents meeting this criteria who use an FCC provider may elect to participate in the Direct Subsidy Program (DSP) and will pay a fee of \$45 to \$89 a week based on total family income.

#### Registration:

Registration is accepted by appointment with individual FCC providers. Families participating in the DSP program need to register at the Hourly Care Child Development Center. Presentation of the child's birth certificate or passport and current LES are required to register for the DSP program.

A list of current FCC providers is available at the Child Development Center or by calling the FCC office. Parents are invited and welcome to discuss any aspect of the FCC program with the FCC Director at 82-1115.

<b>Name:</b> Morale, Welfare and Recreation Department
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO 09645
<b>Phone:</b> (C) 011-34-956-82-1103
<b>FAX:</b> 011-34-956-82-1106
<b>DSN Phone:</b> 727-1103
<b>DSN FAX:</b> 727-1106
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.  Hours: 0830-1730. Location is in the Hourly Care Child Development Center bldg 1963.

### Things To Do - Clubs and Social

APPROVED PRIVATE ORGANIZATIONS 1998  
625 AMC BOOSTER CLUB PSC 819 BOX 59 FPO  
AE 09645

625 AMSS/TOP THREE PSC 819 BOX 59 FPO AE  
09645

AIMD FIRST CLASS ASSOCIATION PSC 819  
BOX 15 FPO AE 09645-2100

AIR FORCE SERGEANTS ASSOCIATION PSC  
819 BOX 39 FPO AE 09645

AIR OPERATIONS BOOSTER CLUB PSC 819  
BOX 7 FPO AE 09645

THE ASSOCIATION BOOSTER CLUB PSC 819  
BOX 8 FPO AE 09645-1600

BROTHERS & FRIENDS OF MASONIC  
FRATERNITIES PSC 819 BOX 1849 FPO AE  
09645 BULLRING CHIEF PETTY OFFICERS  
MESS NSGA PSC 818FPO AE 09644-1000

CHAPEL BOOSTER CLUB PSC 819 BOX 12 FPO  
AE 09645-1900

COMPANY F, SOCIAL FUND COMMANDING  
OFFICER PSC 818 BOX 33 FPO AE 09644

CRIME PREVENTION SUPPORTERS PSC 819  
BOX 16 FPO AE 09645-2800

FIL-AM LEVANTE CLUB PSC 819 BOX 27 FPO  
AE 09645-3500

HOSPITAL BOOSTER CLUB PSC 819 BOX 18  
FPO AE 09645

INTERNATIONAL SOUTH CAROLINA  
GAMECOCKS PSC 819 BOX 1 FPO AE 09645

LANCE CORPORAL JIMENEZ ORG MCSF  
JIMENEZ ORG PSC 819 BOX 13 FPO AE 09645

MEXICAN AMERICAN HERITAGE PSC 819  
BOX 8 FPO AE 09645

MILITARY COUNCIL OF CATHOLIC WOMEN  
OF THE CHAPEL C/O OFFICE OF THE  
CHAPLAIN PSC 819 BOX 12 FPO AE 09645-  
1900

NAVY LEAGUE OF THE UNITED STATES UNIT  
50085 BOX 2042 FPO AE 09645-0007

NAVY WIVES CLUB OF AMERICA  
TETRAPODS 196 UNIT 50085 BOX 1855 FPO AE  
09645 NCOA CHAPTER 1390 ROTA PSC 819  
BOX 13 FPO AE 09645-2700

NEMOC COFFEE GROUP PSC 819 BOX 819 FPO  
AE 09645

NEX RECREATION COMMITTEE PSC 819 BOX  
17 FPO AE 09645

NSGA CROW'S NEST PSC 819 BOX 1233 FPO  
AE 09645

NWSU-10 SPECIAL WARFARE SPOUSES  
ORGANIZATION PSC 819 BOX 10 FPO AE  
09645-0010

OAKLEAF CLUB PSC 819 BOX 18-218 FPO AE  
09645-2000

OFFICERS SPOUSES CLUB PSC 819 BOX 1812  
FPO AE 09645

PROTESTANT CHAPEL YOUTH GROUP PSC  
819 BOX 12 FPO AE 09645 PROTESTANT  
MEN OF THE CHAPEL PSC 819 BOX 12 FPO AE  
09645-1900

PROTESTANT WOMEN OF THE CHAPEL PSC  
819 BOX 12 FPO AE 09645

RETIRED AMERICAN IBERIAN COUNCIL UNIT  
50085 BOX 2016 FPO AE 09645-0007

ROOKIES BOOSTER CLUB PSC 819 BOX 14 FPO  
AE 09645

ROTA ANIMAL WELFARE LEAGUE UNIT 50085  
BOX 2055 FPO AE 09645-0007

ROTA BASEBALL UMPIRES ASSOCIATION  
(RBUA) PSC 819 BOX 1 FPO AE 09645

ROTA CHIEFS' SPOUSE ASSOCIATION PSC 819  
BOX 7 FPO AE 09645

ROTA GOLF ASSOCIATION PSC 818 BOX 691  
FPO AE 09644-0691

ROTA HOMESCHOOL ASSOCIATION BOX 451  
UNIT 50082 FPO AE 09645-2900

ROTA LITTLE THEATER UNIT 50085 BOX 1808  
FPO AE 09645-0009

ROTA MUSTANG ASSOCIATION PSC 819 BOX  
40 FPO AE 09645

ROTA NEIGHBORHOOD GIRL SCOUTS PSC 819  
BOX 1954 FPO AE 09645

ROTA PROTESTANT CHAPEL YOUTH PSC 819  
BOX 12 FPO AE 09645-1900

ROTA RADIO CONTROL AIRPLANE CLUB  
UNIT 50085 BOX 1936 FPO AE 09645-0007

ROTA ROD AND GUN CLUB PSC 1915 FPO AE  
09645

ROTA SADDLE CLUB PSC 819 BOX 2155 FPO  
AE 09645

ROTA SWIM CLUB PSC 819 BOX 1 FPO AE  
09645

ROTA TENNIS ASSOCIATION PSC 819 BOX  
2155 FPO AE 09645

ROTA VOLLEYBALL ASSOCIATION PSC 818  
BOX 232 FPO AE 09644-2000

TOP #11 OF ROTA VQ-2 UNIT 50082 BOX 469  
FPO AE 09645

TSC SOCIAL CLUB PSC 819 BOX 37 FPO AE  
09645-3000

VQ-2 ENLISTED SPOUSES CLUB BOX Q UNIT  
50082 FPO AE 09645-2900

VQ-2 OFFICERS AND CIVILIANS SPOUSES  
CLUB VQ-2 BOX O UNIT 50082 FPO AE 09645-  
2900

## Things To Do - Recreation and Sports

### Special Events

MWR Special Events offers a variety of special activities throughout the year and occasionally some include the entire community. Examples are MWR Flea Markets held every other month (Jan/Mar/May...) at the Drive-In and are open to TEI card holders only; the annual Adult Easter Egg Hunt; Country Fair; and the Community Christmas Parade. For more information about these and other events, call the Recreation Center at DSN 727-3101 or Commercial 011-34-956-82-3101

### Schools

David Glasgow Farragut (DGF) Elementary School provides instruction to over 800 students in grades kindergarten through sixth. In addition to grade level teachers, there is a staff nurse, counselor, and psychologist. Specialties include English as a Second language (ESL), Compensatory Education (Comp Ed), Learning Impaired (LI), Communication Impaired (CI), School Wide Enrichment Program, and media. Large group specialists provide instruction in art, music, and physical education. Two host-nation teachers provide familiarity with the Spanish language, culture, and traditions.

David Glasgow Farragut (DGF) High School. DGF High School serves approximately 380 students in the 7th - 12th grades.

HS Requirements for Graduation (Class of 1999, 2000, and 2001)

Requirements	-	Required Units	-
--------------	---	----------------	---

Language Arts (English)		4	
4,			
Social Studies (1 Unit of US His & 5 of US Gov			
3	3-4,		
Mathematics		2 or 3 TOTAL	
3-4,			
Science		2 or 3 5 units	
2-3,			
Career Education (Home Ec., Indus. Arts, Bus. Ed.,			
Coop. Work Experience, NMJROTC)		1	
1,			

Aesthetic (Art, Music, Humanities)	1
1,	
Physical Education	1
1,	
Health	.5
Computer Science	.5
.5,	
Foreign Language (Same Lanugage)	-
2-3,	
Required Units = 16,	
Elective Units = 6,	
Total Minimum = 22,	

#### HS Requirements for Graduation (Class of 2002)

Requirements - College Recomm.	Required Units -
Language Arts (English)	4
4,	
Social Studies (1 Unit of US His & 5 of US Gov)	
3                      3-4,	
Mathematics	3
4,	
Science	3
Career Education (Home Ec., Indus. Arts, Bus. Ed., Coop. Work Experience, NMJROTC)	1
1,	
Aesthetic (Art, Music, Humanities)	1
1,	
Physical Education	1
1,	
Health	.5
Computer Science	1
1,	
Foreign Language (Same Language)	2
2-3,	
Required Units = 19.5,	
Elective Units = 4.5,	
Total Minimum = 24,	

#### MEDICAL REQUIREMENTS

Reference: Air Force Joint Instruction 48-110  
Immunizations and Chemoprophylaxis, November 1,  
1995

##### A. Student Immunization Program

The DoDDS immunization requirements are based on the policies of the Advisory Committee on Immunization Practices (ACIP), Department of

Health and Human Services, and information from the National Center for Disease Control. DoDDS policy regarding immunizations is to provide screening to new entrants and to monitor the total immunization-screening program through student registration. While immunization is a requirement for admission/attendance in DoD schools, the Military Services, not the schools, are responsible for administering immunizations. DoDDS school administrators will cooperate with medical personnel in:

1. Providing enrollment data to anticipate vaccine requirements.
2. Providing an effective means of reminding sponsors of their responsibility to acquire appropriate immunizations.

##### I. Enrollment Requirement

Prior to enrollment, dependent children (including preschool children who may not have received all required doses) are required to have the following immunizations:

- Hepatitis B (Hep B)
- Diphtheria and tetanus toxoids and pertussis vaccine (acellular (DyaP) is preferred over whole cell (DPT) for all doses in the series)
- Haemophilus influenzae type b (Hib)
- Poliovirus (combination of injectable (IPV) and oral OPV is preferred)
- Measles-mumps-rubella (MMR)
- Varicella (Var)

Note that the current ACIP schedule includes a recommendation for universal Hepatitis B immunization before age 13. The Hepatitis B series can be initiated at any visit and should be administered to previously unimmunized children prior to their 13th birthday.

- a. Medical: A child with a medical contraindication to one or more vaccines may be exempt from this requirement. The parent or guardian must present a statement from a licensed physician, nurse, nurse practitioner, or other health care professional that the physical condition of the child is such that the administration of one or more of the required immunizing agents is contraindicated and whether the condition is permanent or temporary.

#### School Age Care

##### SCHOOL AGE CARE

The Fun House Kids Program for before and after school care is located in the JAMS Youth Center on Malaga Street, next to DGF Elementary and High School. The program operates Monday through Friday 0700-0900 (before school) and 1530-1730 (after school). Fun House fees are based on a sliding scale of total family income (annual).

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645--2000
<b>Phone:</b> 011-34-956-82-4721
<b>FAX:</b> 011-34-956-82-1658

## Religious Programs

Youth Group:

There is a very active on-going youth program. Weekly scheduled activities include: devotionals, cookouts, sports activities, games, trips, and retreats. Call extension 2161 for specifics.

## Special Events

Special Events

Check the Morale, Welfare and Recreation (MWR) monthly brochure for special events coming to an area near you.

## Sponsorship and Support

You can request a sponsor for your teen (grades 7-12) by contacting the Navy Family Service Center or the High School. You can also contact the Navy Family Service Center or the Elementary School for a pen pal for your elementary age student.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709

<b>Name:</b> David Glasgow Farragut Elementary School
<b>Address:</b> PSC 819 Box 19
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4185

<b>Name:</b> David Glasgow Farragut High School
<b>Address:</b> PSC 819 Box 63
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4181

## Youth Employment

The Human Resources Office manages a Summer Dependent Youth Employment Program offering employment to most interested young dependents who are at least 14 years of age and who have not yet reached their 23rd birthday. Priority is granted to the older youth. Program continuation is contingent upon funding.

## Youth Centers

YOUTH CENTERS

The Youth Center (JAM) is located on Malaga Street, next to DGF Elementary and High School and is open Monday through Friday 1530-1900 and Saturday 1200-1800. The Youth Center is closed on all American Holidays and Sundays. The Youth Center offers many fun and developmental special events as well as a youth sports program that offers both individual and team competitions.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 BOX 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4721
<b>FAX:</b> (C) 011-34-956-82-1658
<b>Comments:</b> DSN prefix is 727-xxxx.

## For Teens Only

TEEN CENTER

The Teen Center (The Edge) is located in the Youth Center building on Malaga Street, next to DGF Elementary and High Schools and is open Monday through Thursday 1530-1900, Friday 1530-2300 and Saturday 1200-2300. The Teen Center is closed on all American Holidays and Sundays. The Teen Center offers many fun and developmental special events and activities year around.

<b>Name:</b> Naval Station Rota Morale, Welfare and Recreation
<b>Address:</b> PSC 819 Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-4625
<b>FAX:</b> (C) 011-34-956-82-1658

## Survival Tips For First Termers

### Survival Tips for First Termers Overview

Contact your sponsor or the Administrative section of your receiving command by letter or telephone to inquire about their reporting procedures. Each command or department has its own reporting procedures. A listing of command quarterdecks is shown in the "Installation" section of this booklet. For the quarterdeck number of any command that is not listed in this section, your point of contact is the Naval Station Rota Quarterdeck.

### Before You Move

Keep in contact with your assigned sponsor. If you have orders and have not been assigned a sponsor, contact your Navy Family Service Center. Ensure you keep your sponsor advised of your travel plans and your arrival date.

<b>Name:</b> Navy Family Service Center
<b>Address:</b> PSC 819 Box 57
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3232
<b>FAX:</b> (C) 011-34-956-82-1709
<b>Comments:</b> DSN Prefix for Rota is 727-XXXX.

### Reporting Procedures

Personnel Support Activity Detachment, Rota.

PSD Rota representatives meet all personnel arriving on AMC flights at the Rota Air Terminal. We begin the inprocessing procedures and hand out check-in cards, collect service records, pay records and original orders. Every Thursday and Friday, we conduct an individual briefing where travel claims are submitted and COLA entitlements are explained. Contact your sponsor or the Administrative Section of your receiving command via letter or telephone to inquire about their reporting procedures. Each command or department has its own reporting procedures.

<b>Name:</b> Personnel Support Activity Detachment, Rota, Spain
<b>Address:</b> PSC 819 Box 48
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (C) 011-34-956-82-3011
<b>FAX:</b> (C) 011-34-956-82-3092
<b>Comments:</b> DSN prefix for Rota is 727-xxxx.

### Travel Planning

Travel Planning:

The Information, Tickets and Tours Office (ITT) provides leisure travel/vacation information, local day and weekend trips and international tours. Some of our tours include Spanish Heritage tours to Granada, Seville, Cordoba and Ronda; shopping tours for Spanish handicraft such as brassworks, ceramics, paintings and basketry; Cultural tours include, Jerez horse Show, bodega tours, Flamenco shows, and running of the bulls. Some overnight tours include such locations as Portugal and Madrid. Extended international tours are offered to most major cities in Europe. ITT also sells tickets to area attractions and events when available.

<b>Name:</b> Morale, Welfare and Recreation
<b>Address:</b> PSC 819, Box 14
<b>City:</b> FPO, AE 09645
<b>Phone:</b> (c) 34-956-82-3101
<b>FAX:</b> (c) 34-956-82-2308
<b>Comments:</b> DSN: 727-3101

### Vehicle Ownership

Warning triangles and spare bulbs required in all POV's.

Warning triangles are required only when operating a POV on autopistas.

All POV's must carry at least one spare bulb of the different types used by the vehicle and the tools required to change them if necessary. NOTE: Failure to fix a light on the spot, if stopped by Spanish traffic enforcement officials off-base, may result in the obligation to take the vehicle for an ITV inspection. If stopped by NAVSTA Security Police on-base and the light(s) cannot be fixed on the spot, a traffic citation will be issued; the owner of the vehicle being responsible to take the vehicle back to the Security Police Traffic Division within three days

to show that the light has been repaired and that necessary spare bulbs and tools are available. The vehicle will be impounded when it is determined that

the lack of the specific light(s) constitutes a traffic hazard and danger to the driver of the vehicle and to other road users.

## At A Glance

### Facility/Services Summary

<b>--Officer and Enlisted Population--</b>			
Active Duty Officer	348	Active Duty Warrant Officer	2
Guard Reserve Officer	1	Guard Reserve Warrant Officer	0
Retired (Officer and Enlisted)	325	Foreign Service Officers	0
Active Duty Enlisted	2669	Guard Reserve Enlisted	1
Foreign Service Enlisted	0		
<b>--Civilians--</b>			
Civil Service	206	Wage Grade	24
Non-Appropriated Funds	215	Family Members -on and off Installation-	2814
<b>--Family Services--</b>			
Family Centers	1	Teen Centers	1
Child Day Care	1	Family Child Care Certified Homes	2
Total Child Capacity	217	Total Child Capacity	12
Average Waiting List Time -Months-	0		
<b>--Other Services--</b>			
Commissary	1	Exchanges	1
Shoppettes	2	Gas Stations	1
Movie Theaters	2	Banks and Credit Unions	2
McDonalds/Burger King	0	Other i.e. Exchange concessionaires	6

### Housing Summary

<b>--Officer Housing--</b>			
Senior Officer Waiting	8	Senior Officer 3 Bed Room	8
Senior Officer 4 Bed Room	12	Senior Officer Other	0
Company Grade Officer Waiting	8	Company Grade Officer 2 Bed Room	3
Company Grade Officer 3 Bed Room	3	Company Grade Officer 4 Bed Room	12
Company Grade Officer Other	0	BOQ	165
<b>--Enlisted Housing--</b>			
Senior Enlisted Waiting	8	Senior Enlisted 3 Bed Room	3
Senior Enlisted 4 Bed Room	6	Senior Enlisted Other	0
Enlisted Waiting	12	Enlisted 2 Bed Room	8
Enlisted 3 Bed Room	3	Enlisted Other	0
BEQ	320	Transient Lodging Facilities	105

### Education Summary

<b>Name</b>	<b>Numbers</b>
Elementary School	1
Jr High/Middle School	1
High School	1

## Local Community Summary

<i>Type of Housing</i>	<i>Avg.</i>	<i>Low</i>	<i>High</i>
Apartment Rent	600	300	900
House Rent	800	400	1200
House Price - Single Family	0	0	0
Townhouse/Condominium Price	0	0	0

## Medical and Dental Summary

<i>--Medical Facilities--</i>					
Medical Treatment Facilities	Y	Number of Beds	52	Medical Clinic	1
Alcohol	Y	Allergy	Y	Audiology	Y
Cardiology	N	Coronary care	N	Dermatology	Y
Dietary	Y	Emergency room	Y	Endocrinology	N
Family Practice	Y	General surgery	Y	Gynecology	Y
HIV Unit	N	Hematology	N	Immunization	Y
Infect Disease	N	Intensive Care	N	Laboratory	Y
Mental Health	Y	Neonatal Intensive Care Unit	N	Nuclear Medicine	N
Nephrology	N	Neurology	N	Neurosurgery	N
Obstetrics	Y	Oncology	N	Ophthalmology	Y
Optometry	Y	Orthopedics	Y	Otolaryngology	Y
Pathology	Y	Pediatrics	Y	Physical Therapy	Y
Podiatry	N	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	Y		
<i>--Dental Facilities--</i>					
Dental Clinics	1	Adolescent	Y	Endodontics	Y
General Dentistry	Y	Oral Surgery	Y	Orthodontics	Y
Pedodontist	Y	Periodontics	Y		

## Relocation and Support Services Summary

<i>--Military Clubs--</i>			
Officers Club	1	Non-Commissioned Officers Club	1
Enlisted Club	1		
<i>--Recreation--</i>			
Arts and Crafts	1	Automobile Hobby Centers	1
Bowling Centers	1	Recreational Centers	1
Libraries	1	Music and Theater Locations	2
<i>--Physical Fitness/Sports--</i>			
9 Hole Golf Courses	0	18 Hole Golf Courses	1
Gyms/Physical Fitness Centers	1	Jogging Paths	1
Tennis Clubs/Courts	10	Tennis Courts - Lighted	4
Swimming Pools - Public	2		
<i>--Nature/Outdoor Activities--</i>			
Outdoor Recreation Centers	1	Campgrounds	0
Fishing Areas	0	Horse Stables	1

## **APPENDIX**

### **Disclaimer**

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the Department of Defense. We have provided links to these sites because they have information that may be of interest to our users. These links are presented for informational purposes only. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.